

سيرة ذاتية  
**C.V**

**Abdul Ahad**

*Admin I Marketing I Coordinator I Project Management I Counselor*

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**Objective :** Let me introduce myself as an Area Sales Manager, Having 8 years of total experience in this field, Looking after Sales Operations & Manager for entire GCC, & a challenging opportunity where I will be able to utilize my strong sales and marketing skills, I feel that my experience, in the Middle East would be an asset to any Company looking to expand and develop their operations in any worldwide territory for the following reasons:

**PROFESSIONAL SKILLS**

- ✓ A self-starter with sales and marketing knowledge having more than 8 years of on hand experience in sales, marketing and business development in the markets.
- ✓ An excellent planner with proven abilities in accelerating growth, generating customer loyalty levels and serving Retail and corporate sector customers effectively.
- ✓ Good sales skills – Effective, persistent negotiator determined to close sales deals and increase sales. Independently set personal goals and deadlines to reach sales targets.

**AREAS OF EXPERTISE & EXPOSURE**

- ✓ Direct & indirect sales, Sales Force Management, Dealer Management, Wholesale Management, Forecasting & Target setting.
- ✓ Sales & Service Operations
- ✓ Drive sales initiatives strategic & market positioning and ensuring the increase in sales growth
- ✓ Ensure territorial growth/development for increasing sales volumes.
- ✓ Map & analyze business potential, identify new profitable product & product lines.
- ✓ Identify and explore new markets and tap profitable business opportunities for business development

**PROFESSIONAL EXPERIENCE:**

- ✓ **Designation** : Sales Supervisor .
- ✓ **Company** : Aqsa International Marketing Company – New Delhi
- ✓ **Duration** : May 2007 – Oct 2013

**Responsibilities:**

- ✓ Work with direct clients to sell the products
- ✓ Outdoors presentations to companies and organizations.
- ✓ Meet clients and build relationships for sales.
- ✓ Visiting Clients continuously for promoting new items or offers.
- ✓ Achieve or exceed the allocated sales target
- ✓ Keeping management informed by submitting daily activity reports to the Head of Department
- ✓ Placing Clients orders on the system on a daily basis
- ✓ Follow up clients orders and account payments after sale
- ✓ Manage accurate and timely market information related to opportunities, competition, changing trends and feed it back to Sales Director.

- ✓ **Designation** : **Sales Representative.**  
✓ **Company** : **Aqsa International Marketing Company – New Delhi**  
✓ **Duration** : **Feb 2005 – May 2007**

**Responsibilities:**

- ✓ A personal commitment and a responsible attitude for achieving sales goals.
- ✓ Best Customer service through gentle assistance and behavior.
- ✓ Inspecting stock out position and controlling stock.
- ✓ Inform the senior management with matters regarding stock availability.
- ✓ Inventory Management and Visual Merchandising.
- ✓ Build relationships with various wholesale buyers to increase marketability.
- ✓ Feeding back to head of division with all relevant information on most demanded models/items.

**ACADEMIC OUALIFICATION**

- ✓ Bachelor Degree in Arts (History) from Lucknow University, Central University, UP, in the year 2003
- ✓ **SSC** , from Kisaan Inter College, Basti,Lucknow, Uttar Pradesh in the year 1999.
- ✓ **HSC**, from Kisaan Inter College, Basti, Lucknow, Uttar Pradesh in the year 1996.
- ✓ Certificate in Fundamental of Computers and Basic Programmings.  
**Software: SPSS, MS-Office (MS-Word, MS-Excel, MS-PowerPoint & etc.)**
- ✓ 6 Month Diploma in Office Management from Paryoug Foundation New Delhi.

**PERSONAL INFORMATION**

*Name* : *Abdul Ahad*  
*Father'Name* : *Riyazul Haque*  
*Gender* : *Male*  
*Date of Birth* : *16/05/1981*  
*Place of Birth* : *Karma Doman, Sant Kabir Nagar , Lucknow up*  
*Marital Status* : *Married*  
*Languages* : *English, Arabic, Urdu, Hindi,*  
*Nationality* : *Indian*  
*Passport No* : *N1168983*                      *Expiry Date* : *08/07/2025*

**PERSONAL SKILLS:**

- Administrative skills .
- Confident,self-motivate and committed person.
- Can prove to be responsible and diligent worker.
- Superior intellectual and analytical capabilities.
- Hardworking,honest and dedicated possess excellent learning skills.
- Strong communication skills (reporting,letters,speaking arabic english languages)
- Have strong common sense and above average intelligence level responsible .

*I hereby declare that all above information are true and correct according to my knowledge & belief::*

*If given an opportunity to serve in your esteem organization, I assure that I shall discharge my duties to the full satisfaction of my superiors and be an asset to the company.*

*Reference:*

*References will be furnished up on request.....*

*Mohd Ahad*