



# AL AMEEN SHIHAB

## CONTACT



## SKILLS

- MICROSOFT OFFICE: MS-WORD, MS-EXCEL, MS-POWERPOINT
- ERP SYSTEMS: RAINBOW, ORACLE SOFTWARE
- COLOR CONTROL CENTRE

## LANGUAGES

ENGLISH	■ ■ ■ ■ ■
MALAYALAM	■ ■ ■ ■ ■
ARABIC	■ ■ ■ ■ ■
HINDI	■ ■ ■ ■ ■

## HOBBIES



Automotive Paint Sales Representative skilled in exceeding sales goals & company expectations by expanding client base and maintaining high standards of customer service. Well versed in the latest Refinishes and adhesives on the market. Proficient in troubleshooting automotive Refinish issues and assisting customers in sorting out the problems.

## EDUCATION

### BACHELOR OF BUSINESS

### ADMINISTRATION

2007-2010

CITY COLLEGE INTERNATIONAL, SHARJAH

## EXPERIENCE

### Trichy Trading Co LLC

#### Marketing specialist

2018–Present

- Manage a portfolio of customers in designated area to execute sales plan.
- Systematically screen customer base for new opportunities, generates leads and maintain Pipeline
- Identify, plan & develop new customers in line with business development plans.
- Collects reports & analyzes the customer feedback on present as well as future market trends in the context of possible further market penetration.
- Plans own visit schedule in line with agreed customer service levels for that customer segment. Coordinates visit schedule with the assigned technical service representative.
- Install paint mixing unit to retail shops as well as End user & instruct customers how to use it properly including the Colour Control Centre software & New Generation Software.
- Do activities to promote our products ie; denter / painter meet etc. Work with them to understand the sales potential for our products.
- Introducing latest products to the customers from Liberty Paints Factory and boost the sales

## PERSONAL DETAILS

NATIONALITY :INDIAN  
DATE OF BIRTH :31-05-1989  
MARITAL STATUS :MARRIED  
GENDER : MALE  
VISA STATUS :EMPLOYMENT  
PASSPORT NO : R8159589

## DRIVING LICENSE DETAILS

LICENSE NUMBER :3640410  
EXPIRY DATE :23-02-2026  
PLACE OF ISSUE :DUBAI

### Falcon Marine Services FZE

#### Marine Operations Executive

2016-2017

- Operation and Revenue reports from time to time.
- Handling All the PRO related activities i.e. Consulate, Emigration, Customs & Ports.
- Submitting Report to the Directors.
- Crew recruitment and scheduling
- Able to handle Recruitment & Coordination matters.
- Arranging Panama, Belize & Micronesia COC, CDC and training certificates for the crew onboard.
- Administrative matters including flights, accommodation and visa arrangements
- Ensure that certification and experience of qualified crew fits legal and company's requirements

### White Sail Shipping LLC

#### Operations Executive

2013-2016

- Responsible for the agency functions and supervise the Shipping, Operations, Documentations, Crew matters.
- Coordination with the local clients, attending their requirements from time to time. Follow-up with Ship-owners and ship management companies.
- Coordinating with Panama Consulate for the documentation service of crew and dealing with Emigration for the Clearance of the crew and Vessels.
- Liaison with Crewing department to ensure that all Sea Staff employed are suitably qualified and experienced for the position that they hold. Monitoring the performance of all sea-staff and implementation of a competence assurance scheme as applicable.
- Ensure that all clients are visited on a regular basis and that the company is well represented within the Energy / Marine Community.
- Providing timely Daily, Weekly and Monthly reports as and when required by Management and or the clients

Worked in **Grand stores Logistics** as **Dispatching Co-ordinator** (2010-2012)

Worked in **Pan Emirates Home Furnishing** in Logistics operation department as **Transfer Showroom Co-ordinator** (2007-2009)

## DECLARATION

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

AL AMEEN SHIHAB