**CURRICULAM-VITAE**

**MOHAMMED ABDUL HAKEEM**

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**Career Objective**:  To establish a challenging career in the field of **Area Sales Manager   .**

**Present Working Experience : Presently Working  in INDIGO INDIA** as  **Area Sales Manager Hyderabad Telangana** since April  2018 **To Till**

**Previous Working Experience :  Working in CRYSTAL CERAMICS –INDIA.** as **Area Sales Manager for KSA & Bahrain** since April  2017 to April 2018 . **Under Khalid al Mousa Group Sponsorship. With out Transferring My Iqama.**

**Previous  Working Experience :  Working in Al Anwar Ceramic- Oman SAOC for KSA & Bahrain. as Senior Sales Executive  Under Sponsorship Khalid Al Mousa Group Al-Khobar- K.S.A. Without Transferring of Iqama.From March 2013 to March 2017.**

**Dealers For Jeddah, Riyadh & Dammam: Traco International Ceramics, Ebaa House, Al Amry Ceramics Dammam, Al Emara Specialized, Holefa Trading, Tiles World, Al Barrak, Tebra,Keemat Al Falak. & Ceramica Delmon –Bahrain.**

**Previous Working Experience:** Working experience in **National Paints Factory.W.L.L.** **Doha- Qatar**, as **Senior  Sales Executive**  Since Janurary 2012 to January 2013.

**Projects:** Barwa Village, Al –Khor General Hospital and Residential Villas, 51 Residential Villas for Al Rayan District, Ezdan Villages,

**Previous Working Experience : Working experience in  Saudi Paints Co. Riyadh- K.S.A.** as **Shops Sales Executive & Branch In-Charge Khamis Mushayt- Southern Region** since March 2008 to oct 2011.

1. Keep attendance for all sales staff in branch   
2. Do sites visits periodically -

3. Submit Quotations, and meet with clients for their required requirements.  
4. Collect backlog amount from customers.   
5. Track and present weekly report  and other miscellanious expenses   
6. Keep report update for stock .  
7. Solve and report problems and ensure not to be repeated in the future   
8. Track rent expenses of  branch and try to minimize it by negotiating rentals with landlords   
9. Participate in analyzing the status of  branch and provide suggestions and recommendations   
10. Evaluate and report sales staff in respect to:

a. Job performance   
b. Appearance and professionalism   
c. Morals, behavior and approach of customer's   
d. Uniform dressing and neatness   
e. Cooperation with other sales staff   
f. Participation in addressing Excellent Image about the company   
11. Coordinate with sales staff in best product display skills and techniques   
12. Coordinate with sales staff in best marketing and advertising techniques   
13. Deliver merchandise to branches personally in emergencies   
14. Achieve the area targets in particular and the company’s general targets   
15. Execute all tasks assigned by the administration

***Working Experience  :*** Working Experience for Five Years as an **Projects and Export  Sales Representative**  in **SAUDI CERAMIC CO, Riyadh, K.S.A.** From

**May -25- 2001 to July -17- 2006.**

**Projects:** Imam University, King Khalid Medical City, King Khalid Int’l Airport, Gulf Catering, Saudi Catering, Inter Continental- Riyadh. King Faisal General Hospital, & Takhassusi Medical Center.

* Market Survey and established new Market and penetrate our goods in the Market
* To convince the customers about our Proucts and Quality of the Products, Merits of the Products.
* Customer Evalution
* To prepare competetive Quotations as per the customer requirements.
* To negotiate with customer and the Management to get good deals
* Cash collection and follow Ups.
* After sales service
* To five feed back to management about our competitor activities .

***Working Experience  :*** Working Experience for One & Half Year as  **Projects Sales Supervisor in RAK Ceramic- India Hyderabad,** From **August  -01- 2006 to February 2008.**

**Additional Experience.**

**Knowledge of Preparation of Documents for Letter of Credit.**

**F.M.C.G. EXPERIENCE:** Experience for One Yearsas **Sales Representative in Al-Muhaidib Co.** Riyadh from April 2000 to May 2001

**Educational & professional Qualification**

Bachelor of Arts (Kakatiya University- Warangal) Attested by Saudi Counsulate- Delhi- India

**Computer skills**:

MS Windows, Word Excell , Access , Power point  & Internet, Familiar with Microsoft Out Look, **Five Years Working Experience on BAAN & Two Years Experience on  Orion.**

**Additional Qualification**: P.G.D.C.S.T. ( Post Graduate Diploma in Client Server Technology)

**Additional Qualification: Oracle 8i, Visual Basics, C, C++, Java & Web Designing is an additional Advantage**

**LANGUAGES KNOWN:**

Arabic, English, Hindi & Telugu (Excellent written and verbal)

**PERSONAL DATA**

NAME            :    **MOHAMMED ABDUL HAKEEM**

Nationality        :    Indian

Date of birth        :    15th December 1975

Religion        :     Muslim

Marital Status        :    Married with one Kid

Driving License    :    Valid Saudi Driving License till 1444H

            :    Valid Qatari Driving License till 2017

Contact Numbers    :     Mob: + 91-6302176271 & +91-9885793031

**(MOHAMMED ABDUL HAKEEM)**