**Curriculum vitae**

**Syed Nezamuddin Ahmed**

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` BIHAR , INDIA

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#### OBJECTIVE

Seeking a challenging position of **Sales & Marketing** that will build my skills and experience in a quality environment, where my present skill sets, capabilities and exposure can be utilized to achieve organizational goals.

**QUALITY & SKILLS**

1. Creative, flexible and sensitive. Ability to work in team. Ability to Operate MS Office (MS-Word, Excel and PowerPoint). Good Language knowledge of English, Hindi, Arabic and Urdu.
2. Excellent written and oral communication skills, to deal with people of diverse backgrounds. Skills in setting priority and managing work pressures. Attention to detail and record keeping is an essential requirement of the office assistant job. Skilled in computer related functions of MS word, excel and other software.

#### CAREER PROFILE

* Worked with **Abu Zaki Trading, Oman** from December 2011 to till 2016 July as a **“Marketing Executive” and from August 2016 Till Feb 2021 as a sales manager**

**Job Profile**-

(1) Comprehensive experience of selling Ceramics & Sanitary ware.

(2) Target oriented selling activities of Abu Zaki Trading.

(3) Achieving sales target in line with company strategic goals.

(4) Making new clients and make sure they receive smooth and efficient services from our company.

1. To make the client aware of our new products through presentations and

discussions.

1. Identification & classification of potential customer.

* Worked in Al Noor Projects Engineering & Trading LLC.Oman as a Business Development Executive from 14th September 2011 to 12th December 2011.
* Worked in **GLOBAL INFOTECH (REL. COMMUNICATION FRANCHIESE**) in Navi Mumbai as a **Data Entry Operator** from 03rd October 2007 to 05th May 2010

**Job Profile**-

* Visiting potential customers for new business
* Providing customers with quotations
* Negotiating the terms of an agreement and closing sales
* Gathering market and customer information and providing feedback on buying trends
* Representing our organization at trade exhibitions, events and demonstrations
* Identifying new markets and business opportunities
* Recording sales and sending copies to the sales office
* Reviewing our own sales performance

#### QUALIFICATION

* Successfully completed **M.B.A (Master of Business Administration)** from L.N. MISHRA College of business management (recognized by A.I.C.T.E. Govt. of India in 2007.
* Graduation in the year 2003 from Magadh University, Bodh Gaya.
* Intermediate in the year 2000 from Bihar intermediate Education Council.
* Matriculation in the year 1998 from B.S.E.B.

**PROJECT REPORT**

* **Sales promotion in Nalanda Bulb Industries Private Ltd.**

**COMPUTER EXPOSURE**

Operating : DOS, WINDOWS 2000, 2003, XP, Millennium

MS-Office : Word, Excel, PowerPoint

Internet : Mail Check, Composing, Downloading

PERSONAL STRENGTH

Punctuality

Hard Working

Sense of Responsibility

**PERSONAL DETAILS**

Date of Birth : 25/11/ 1982

Sex : Male

Nationality : Indian

Religion : Islam

Marital Status : Single

Languages Known : English, Hindi, Urdu & Arabic

**Signature of Applicant**