



MOHAMED MANSOOR

9677133680

manmuj16@gmail.com

Professional Summary

I am an Enthusiastic team Leader having the experience in Secretary Departments, Logistics documentation having experience in Indoor Sales Executive/Appraiser ,Senior Sales Officer and also as Food Service Supervisor (in Mini Hotel)

Experience

- Having experience as Food Service Supervisor ALWOSOUL KAFETERIA (Mini Hotel) in **SHARJAH (UAE)** from **DECEMBER 2019 TILL DECEMBER 2020** as management head maintaining 5 workers.
- Maintaining Accounts, Stocks and Issuing Salary to workers.

Experience

- Having experience as Senior Sales Officer of maintaining 5 members as leading the team in **PMJ GEMS AND JEWELLERS PVT.LTD** region on Kanchipuram and HO Chennai on the basis of D2H(direct to home) meeting high-end Customers like DOCTORS,ADVOCATES and BUSINESSMAN taking appointment on regular basis with my down 5 members and defining about value of DIAMOND and approaching for appointment and closing the sale, Approaching HIGH VALUE APPARTMENTS and making kiosk activity making customer relationship stronger.
- Followed by Daily Reports, Stocks, DSR report and making meeting daily with my down staff for future and past plans discussion. **FROM 07th MARCH 2018 TILL JULY'19**

Experience

- Having experience as **Branch IN charge** in **Mohd Farajallah Sharjah UAE** Maintaining Daily Sales, Stock Logistic Documentation (Following proforma invoice communicating with cargo office receiving orders, distributing to each branches, following and maintaining stock. Also maintained Building, following Flat and Shop members Problems solving, Collecting cheques and following Yearly statements for building (Flats, Shop) from the year **8th February 2015 till 2nd April 2017.**

Experience

- Having experience in Diamond Jewelry as **Sales Executive/Jewelry Appraiser – Bahrain 24th February 2003 to 15th October 2010** also participated in Jewellery Arabia Exhibition in Bahrain as Sales Executive
- Having 2 Years of experience in **Tata Tanishq Jewelry** – Adyar, Chennai as **Counter In charge** for Diamond Section with a team of 5 members that deals With Stock maintenance, Customer Service and Achieving Sales targets effectively **Rewarded for best customer service** the best person in responding more than 50 customers within 3 months. **From 2011 to 2013**
- Having experience as **showroom In charge** with 3 Salesman **ZEENA FASHION(NEAR SRM)**Maintaining stocks, Daily Statement, monthly Targets, satisfying customer requirements(Mostly Students) **From the year 2013 to 2015**

Experience: Asst. Accountant and Secretary

- Worked as Personal Secretary (Focused handling office day to day work scheduling, meetings, appointments, travel arrangement of offices checking emails, making orders and giving proper Maintaining Petty Cash, Updating Daily Sales and updating Reports **in Bahrain (for one year)**
- Also having Experience in Accounts (Maintaining Petty Cash, Updating Daily Sales and updating, Reports following Bank transactions for company dealing with bank communicating everyday **In Bahrain (for 3 Years)**
- Excellent knowledge in Administration (Accountant, Sales & Customer Service).

Experience: Asst. Secretary

- Worked as **Personal Secretary** (Focused around assisting executives and handling the office day to day work making orders and giving proper communication) **In Thailand from 22nd October 2002**

Responsibilities:

- listening to customer requirements and presenting appropriately to make a sale;
- maintaining and developing relationships with existing customers in person and via telephone calls and emails;
- responding to incoming email and phone enquiries;
- negotiating the terms of an agreement and closing sales;
- gathering market and customer information;
- representing their company at trade exhibitions, events and demonstrations;
- challenging any objections with a view to getting the customer to buy;
- advising on forthcoming product developments and discussing special promotions;
- creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer;
- liaising with suppliers to check the progress of existing orders;
- checking the quantities of goods on display and in stock;
- recording sales and order information and sending copies to the sales office, or entering figures into a computer system;
- reviewing own sales performance, aiming to meet or exceed targets;
- gaining a clear understanding of customers' businesses and requirements;
- making accurate, rapid cost calculations and providing customers with quotations;
- Attending team meeting and sharing best practice with colleagues

Educational Qualification

- **Bachelor of Arts**
The New College, Chennai, 2000
- **Higher Secondary School Level Examination (Std XII)**
Government Higher Secondary School, Chennai, 1997
- **Secondary School Level Examination (Std X)**
Government Higher Secondary School, Chennai, 1995

Technical Qualification

Programming Languages	PGDCA
Operating System	Windows 95 / 98 / NT / 2000, MS-DOS
Web Technologies	HTML
Documentation Tool	MS Word, MS Excel, MS Power Point

Personal Data

Date of Birth : August 7, 1978
Nationality : Indian
Marital Status : Married
Languages Known : Arabic(sales language),English(read,write,speak)
Hindi (read, speak) Urdu (speak), Tamil (read,write
speak), Malayalam(speak)