

CURRICULUM VITAE

MOHD ADIL KHAN

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Seeking a responsible job with an opportunity to merge my competencies in the function of Business development or Sales and thereby maximizing my skills.

QUALIFICATION:

- **PGDM** with the specialization in **Marketing** from IILM CMS, Greater Noida(2015)
- **BBA** from Shree Ram College of Advance Studies, Jaipur (2012)
- **SSC (PCM)** from Tagore Sr. Sec School, Kuchaman city, Rajasthan (2009)
- **HSC** from Vivekananda Sr. Sec School, Rajasthan (2007)

WORK EXPERIENCE:

STERLING TECHNOTRADE (Delhi) - Sr. Executive Sales & Marketing

Since 7th June, 2016

- 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.
- Arrange meetings with potential customers like Architects and Contractor to prospect for new business.
- Acting as a contact between a company and its existing and potential markets.
- Negotiating the terms of an agreement and closing sales.
- Gathering market and customer information.
- Negotiating on price, costs, delivery and specifications with buyers and managers.
- Challenging any objections with a view to getting the customer to buy.
- Advising on forthcoming product developments and discussing special promotions.
- 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 your own sales performance, aiming to meet or exceed targets.
- Gaining a clear understanding of customer's businesses and requirements.
- Feeding future buying trends back to employers.
- Attending team meetings and sharing best practice with colleagues.

YOHA CHEMICAL INDUSTRY PVT LTD (Delhi) - Business Development Officer

From 1st April, 2015 to 20th May, 2016

- Researching companies and individuals online to identifying new sales leads and potential market.
- Researching the need of other companies and learning who makes decision about purchasing.

- Contacting potential clients via email or phone to establish rapport and set up meetings.
- Planning and overseeing new marketing initiatives.
- Attending meetings and conducting product quality test to make the clients aware.
- Keeping healthy Relationship with clients.
- Dealing with the unsatisfied customer with the quality of the product.
- Closing the deals by discussed the rate of product.
- Follow up keep relationship healthy and then get references.

GRASIM INDUSTRIES (Jodhpur, Rajasthan) - Business Development Executive

2-Months (Internship)

- Making sales strategies to increase sale.
- Helping retailers to resolve their issues and performing various duties with them.
- Responsible for acquisition of new client.
- Fix meeting to make relationship stronger.
- Analyze the market to find the required changes in sales strategies.

SARAS DAIRY (Jaipur, Rajasthan) – Management Trainee

45-Days (Internship)

- Promotion of all dairy products to Dairy Booths.
- Maintaining the supply & demand.
- Responsible for maintain database.

SKILLS:-

- Socially Adept.
- Strong communication & Negotiation.
- Ability to handle pressure and meet deadlines.
- Relationship building.
- Flexible to adapt complex situations
- Punctual and Quick learner
- Multitasking and influencing
- Proficiency in working with Microsoft word, Excel, Power point

EXTRA-CURRICULAR ACTIVITIES:

- Prepare Brochure for Yoha Chemical Industry Pvt Ltd.
- Member of IILM E-cell.
- Management coordinator of Annual Festival at college.
- Conducted the workshop in IILM on Entrepreneur.

PERSONAL PROFILE:

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| DOB: | 21st march, 1990 |
| Linguistics abilities: | Hindi, English, Arabic (Read Only) |
| Interest: | Traveling, Socializing, Net Savvy |
| Address: | 145, Kukanwali, Nagaur (Rajasthan) 341519 |