

MEHABOOB ABDUL HAMEED SAIT. K

Sales & Marketing Professional

Email: [mehaboobsait21@gmail.com](mailto:mehaboobsait21@gmail.com)

Phone: +91 8883 555222



### **Objective:**

Aspiring to work in an organization of repute that offers a challenging career where I can carve a niche for myself and deliver towards organizational target.

### **Strengths:**

- Fluent Communicator in Arabic & English
- Single-handedly managed a Luxury showroom in Ras Al Khaimah, UAE
- Maintained good relationship with Local Clients
- Liaised with Government Authorities in relation to showroom requirements

### **Career Contour**

#### **EL Crystal, The Lighting Showroom, Doha, Qatar**

**Designation** : *Showroom-In-Charge*

**Duration** : **Feb'17 – Aug'17**

#### **Key Details**

- Reporting to Managing Director & Finance Manager
- Managing day-to-day operations of Showroom along with Showroom Sales executives and Installation Team
- Coordinate with Marketing team to initiate and execute marketing activities
- Launched business tie-up with European Manufacturers
- Meeting with consultants, ID's and Engineers for the Project Specifications
- Prepare Sales plans and Forecasting based on the Walk-in Customer as well as case studies
- Execute the management plan in line with the adjusted sales forecasting and achieved within the given time frame

#### **FM Traders, Tamil Nadu, India**

**Designation** : *Partner*

**Duration** : **Apr'14 – Dec'16**

#### **Key Details**

- Initiated trading of FMCG goods from manufacturing resources to the distributors
- Launched distributor's channel to create an awareness of product and deliver the goods on time
- Tied up with wholesaler to promote our products
- Maintained the organized team of staff

## Alpha Crystal LLC, Ras Al Khaimah, UAE

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**Designation :** Showroom-In-Charge

**Duration :** Dec'06 – Feb'14

**7 years experience in Sales, with hands on experience in Marketing and analytical skills, customer relationship, & knowledge in MS Office.**

### Key Details

- **Business Development:** Sourcing and acquiring new clients through cold calls & Social network, Walk-in Customers, maintaining good business relationships with the current pool of clients, establishing marketing relationship in liaison with my management in order to identify new leads and enhance business.
- **Showroom:** Maintain the showroom Neat & Clean at all times. Warm Welcoming Gestures to the walk-in clients. Keep on change of lighting locations to create an ambience in order to ensure the products are updated and provide a comfort environment for regular clients who visit the showroom.
- **Reporting:** Monthly preparation and submission of Management Reports in order to provide updates on departmental performance and any deviation from company set objectives. Ensure monthly submission of all other operational and commercial reports.
- **Site Visit:** Ensuring the client's requirement by visiting their sites when it is necessary
- **Debt Control :** Following up and monitoring the turnaround of disbursement accounts and debt collection with the purpose of maintaining a low average of debtors and credit periods within company set guidelines
- **Key Projects/Jobs Handled :** Shaikh Palaces, High-End Luxury Residential, High-End Restaurants and Elite Designer's project
- Participated in Trade Fairs, Events and Seminars to update the ever-challenging business environment
- Planning time to ensure the highest level of customer service is achieved at all times and tasks are not only met but exceeded wherever possible
- Team focused & take an active interest in group initiatives

## Al-Shemeisy Marketing & Trade, Al-Samir, Jeddah, KSA

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**Designation :** Sales-In-Charge

**Duration :** Nov '02 to Jan '06

### Key Details

- Meet & Greet the visiting customers to the showroom and patiently listen their requirements
- Schedule the delivery of ordered materials to walk-in customers
- In charge of Office and factory in the absence of Sales Manager
- Floating enquiries on products from the suppliers
- Filing records and documents safely & securely
- Follow-up the clients in a regular interval to upgrade the company standards

- Handled the petty cash and maintained day-to-day accounts.
- Attending telephonic switchboard and customer care

## Academia

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### Qualifications

- **Bachelors of Business Administration @ 1999 - 2001**, From Annamalai University, Tamil Nadu, India.
- **Diploma in Computer Applications in July 1999**

## Extra-Curricular Efforts

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- Attended Swarovski's Strass Partnership Seminar in Apr'09
- Attended Product seminars from Venetia Studium, Italy

## Personal Dossiers

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<b>Date of Birth</b>	: 21 <sup>st</sup> May, 1981
<b>Interests</b>	: A few social activities, Bike Rides
<b>Languages</b>	: English, Arabic, Hindi, Malayalam & Tamil (Mother Language)
<b>Marital Status</b>	: Married
<b>Passport No#</b>	: H 8425852
<b>Driving License</b>	: Holder of UAE Light Vehicle Driving License
<b>Reference</b>	: Upon Request