

Respected Sir/Madam,



With profound hope I wish to offer my candidature for a suitable post in your esteemed organization. I believe that my qualification will interest you.


If given chance in your esteemed organization I assure that I will do my duties to the best of my abilities with your valuable guidance. A positive response would give me an opportunity to exhibit my abilities to the fullest.


Enclosed here with a copy of my resume for your kind perusal and consideration.

Thanking You,

Siddique Mohd. Abdus Samad

Mohd. Abdus Samad

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 aatifsaamad@gmail.com



OBJECTIVE

To be a part of an organization where I can grow in terms of knowledge, skills and attitude and put to an effective use my analytical abilities, professional competence and previous experience to align self development with organizational development.



PROFILE SUMMARY

➤ A dedicated and organization oriented professional ,where I may enhance my skills and strength in conjunction with the company's goals and objectives.



KEY SKILLS

- Maintaining effective client's coordination.
- Good communication skills.
- Maintaining & updating records.
- Team Handling.
- Having the ability to prioritize task as well as multitasking.
- Being Organized.
- Excellent problem- solving and Strong analytical skills.
- Exercise sound, independent judgement within established guidelines



EMPLOYERS & EXPERIENCE

- Worked as a Sales Executive From 1 June 2011 till December 2012 in Inway- Mas Enterprises (Car Polishing products).
- Worked as a Sales Executive From January 2013 till February 2015 in T.S. Traders(Supplier of Construction Materials).
- Worked as a Business Development Executive From April 2015 to September 2017 in Vippro Enterprises(Contractor of Civil ,Electrical and Supplier of Electrical Products).



COMPUTER KNOWLEDGE

- Proficient in use of MS Office (MS Word, MS Excel, Power Point).
- Proficient in use of Internet.



PERSONALITY TRAITS

- Good communication skills in written and verbal both.
- Excellent presentation and interpersonal skills.
- Strong motivational and leadership skills.
- Ability in working with team as well as individually.
- Ability to produce quality result in pressure situation.
- Strong numerical acumen and having remarkable logical and analytical skills.
- Uses initiatives to develop effective solution to problems.



KEY RESPONSIBILITIES HANDLED

- Keeping Healthy Relationship with Clients ,Attending Conference , Meetings and Industry Events.
- Present promote and Sell Products to Existing customers and Perform Cost Benefit and needs Analysis of Existing ,Potential Customers to meet their needs.

- Preparing Power point Presentations and Sales Display. Contacting Clients to Inform them about new developments in the Company Products.
- Ensuring to Deliver High sales Volume and Contacting and Meeting the Government Civil Departments Officials and Private Firms to Develop Business Consistently.
- Bringing new line of business and networking and sales collaborations in alien with the existing portfolio.
- Closing deals follow up Deliveries by providing supporting Information , Guidance and Follow up the Existing Customers and search for new contacts.
- Networking among the Real Estate Development Construction Companies and Coordinating Sales Effort with Team Members and others Department.
- Deliver Samples to Construction Sites if Needed and follow up with Clients Design Requirements.
- Maintaining Quality Service by Establishing and Enforcing Organization Standard.
- Preparing Adequate and Complete Supporting Documentation for Submission in Tenders, Quotations and Proposals.
- Work closely with the other members of the team to help develop a coherent sales strategy and Monitoring , analyzing market trends and keep up to date market information.



EDUCATION

- **B.B.A. from IISE COLLEGE-Dr.B.R. Ambedkar University,Agra in 2011.**
- **Senior Secondary from Maharashtra Board 2007.**
- **Higher Secondary from Maharashtra Board 2004.**
- **Pursuing MBA from Heriot Watt University(Online) Student.**



PERSONAL DETAILS

- Name : Siddique Mohd. Abdus Samad
- Father's Name : Mohd. Idris Javed
- Date of Birth : 25th March , 1988
- Address BaBu Bhai Apartment,5flr,Flat no.15,khar 5 Road,Mumbai-52
- Nationality : Indian
- Gender : Male

- Marital Status : Unmarried
 - Language Known : English, Hindi
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DECLARATION

I declare that all the information given in this resume as for my knowledge and belief are correct.

Siddique Mohd. Abdus Samad