

Mohammed Usman Shareef
Jeddah, Saudi Arabia
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Career Objective

To work with a progressive organization that gives opportunity to utilize my skills in achieving common goals of organization. To contribute proactively to the organizational growth and enhancement of professional skills.

Educational Qualification:

<i>Educational Qualification</i>	<i>Name of Institution</i>	<i>Year</i>
Bachelor of Commerce	DadaBhoy University, Karachi	2014
Higher Secondary School Certificate	Ghazi Foundation College, Karachi	2011
Secondary School Certificate	Pakistan Int'l School, Jeddah	2008

Work Experience:

May 2017 – Present

Abudawood Trading Co. – Jeddah – KSA.

Sales Coordinator

Responsibilities:-

- Produces reports based on the sales of employees in the sales department.
- Meets with people in other departments to help promote product.
- Trains new employees to make sure they meet various guidelines.
- Creates new and innovative ideas to sell product.

- Responds to any inquiries from the consumer.
- Evaluates the performance of salespeople..
- Reads and evaluates sales reports.
- Meets monthly sales goals as provided by management.
- Makes sure that sales orders are delivered in a timely fashion and according to the desires of customers.
- Settles upon delivery dates and times with other departments to make sure that the consumer interaction is of the utmost of professionalism.
- Makes presentations to management which explain how to meet sales goals and talk about any new innovative ideas that management may have.
- Read any and all financial documents, especially cash flow statements and general ledgers.
- Assists the marketing department in new marketing campaigns.
- Makes sales goals and assists other members of the sales department in meeting them

December 2016 – April 2017

Entotox Public Health Co. – Jeddah, KSA

Executive Secretary

Responsibilities:-

- Provide administrative and clerical support to departments or individuals.
- Schedule meetings and arrange conference rooms, prepare agenda for meetings. alert manager about cancelations or new meetings.
- Prepare correspondence and stuff mail into envelopes, arrange for outgoing mail and packages to be picked up.
- Manage spreadsheets, prepare confidential and sensitive documents.
- Coordinates office management activities.
- Helps prepare office budget and manage petty cash

- Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.
- Relay directives, instructions and assignment to executives. Receive and relay telephone messages.
- Maintain hard copy and electronic filing system.

June 2016 – November 2016

Industrial Electro Mechanical Rewinding Services – Jeddah , KSA

Sales Executive

Responsibilities:-

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

December 2014 – April 2016

Xpertz Solutions Inc.

Sales Representative

Responsibilities:-

- Conducting market research to identify selling possibilities and evaluate customer needs.
- Actively seeking out new sales opportunities through cold calling, networking and social media.
- Setting up meetings with potential clients and listen to their wishes and concerns.
- Prepare and deliver appropriate presentations on products/ services.
- Create frequent reviews and reports with sales and financial data.
- Ensure the availability of stock for sales and demonstrations.
- Participate on behalf of the company in exhibitions or conferences.
- Negotiate/close deals and handle complaints or objections.

Knowledge & Skills:

- Proficient user in MS Office (Excel, Word, Power Point)
- Strong sense of Customer Service
- Energetic, Good Communication and Negotiation skills
- Flexible, able to work under pressure
- Team Player
- Positive attitude towards working environment
- Pleasant telephone manner
- Detail orientated
- Problem solving skills

Languages:

English: Advanced **Arabic:** Fluent **Urdu:** Native

Driving License:

Saudi Arabia,

References:

References are available on request