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FALCON ID # 21409

Oilfield Services / Business Development - Product Sales

Residential Country : Saudi Arabia Nationality : India
Resume Title : Sales Supervisor Notice Period : 30 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
B.sc	Mumbai University	2005	India
Mba/pgdm	Sikkim Manipal University	2008	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Sales Supervisor	Reputed Company	Saudi Arabia	08/2011	/
Relationship Officer	Rak Bank	United Arab Emirates	10/2010	03/2011
Business Manager	Tainwala Personal Care Products Pvt Ltd	India	08/2008	09/2010

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

Job Responsibilities: As a Sales Supervisor my aim is to maintain the full customer satisfaction with every sale. I am handling the business sales work for PP & PE materials Jumbo Bags, responsible for checking current requirements, making sales forecast & sales report.

- Acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions.
- Visiting regular and prospective client businesses to establish and act on selling opportunities.
- Assessing customers' needs and recommending and explaining goods and services to them.
- Monitoring customers' changing needs and competitor activity, and reporting these developments to sales management.
- Quoting and negotiating prices and credit terms, and completing contracts and recording orders.
- Arranging delivery of goods, installation of equipment and the provision of services.
- Reporting to sales management on sales made and the marketability of goods and services.
- Following up with clients to ensure satisfaction with goods and services purchased and resolving any problems arising.
- Preparing sales reports and maintaining and submitting records of business expenses incurred

Additional Information :

Skills

Computer Skills:

- ? Microsoft Windows. [Excellent]
- ? Microsoft Word. [Excellent]
- ? Excel. [Excellent]
- ? Power Point. [Excellent]
- ? Internet. [Excellent]

Personal Skills:

- ? Working with team effectively.
- ? Able to work well under pressure.
- ? Able to learn new tasks quickly.