



PERSONAL INFORMATION

Name in Full: Samsul Attar,

Mohamed Sahlan

Gender: Male

Date of Birth: 08th September 1988

Civil states: Married

Nationality: Sri Lankan

NIC: 198825200560

Passport: N9597635

Driving License: B3983083

CONTACT DETAILS

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Sri Lanka

LANGUAGES KNOWN

Tamil

Sinhala

English

Arabic

Hindi

PERSONAL STRENGTHS

Self-confident

Quick learner

Creativity

Deduction

Love to learning

Open minded

Motivation

Good team player

Discipline

Profile

A highly motivated Sales and Marketing Professional with 13 Years of expertise in enterprise sales strategy, effective liaising and creative marketing. Quota surpassing Sales Executive with a consistent record of converting sales prospects into loyal, satisfied clients and building a network of referrals to increase sales. Experience as a Sales Coordinator, Sales Admin Executive and hands on experience in performing Inside and Outside, B2B sales and B2C sales, Showroom & Warehouse In-Charge, where I could use my best skills, experience and become an integrated part of the company's growth. Accustomed to tight deadlines and enjoys challenges seeking opportunities to learn and that will enable me to use my strong organizational skills, educational background, while ensuring to contribute to the growth of the company.

Career Summary

- More the nine years of experiences in Tyre sales & marketing-oriented fields
- More than three years of experiences in general hardware / aluminium hardware / modern kitchen hardware, accessories & pantry hardware / Shop fitting Hardware
- Having sound knowledge in Indoor / Outdoor sales & marketing as well as Administration
- Knowledge about Tyre manufacture process / Tyre Re-trading process as well a technical & Failure Specification
- Knowledge in Plastic bags & Rubber moulding manufacture process, as well Sales & Marketing too

Education Background

- G.C.E (Ordinary Level) – Passed in 2005
- G.C.E (Advanced Level) –Passed in 2008

Professional Qualification

- Followed (NDSM) **National Diploma in Sales Management** at (SLIM) Sri Lanka Institute of Marketing
- Partly Qualified (AAT Sri Lanka) Association of Accounting Technicians of Sri Lanka
- Followed a Diploma in English @ AQUINAS College of Higher Studies- Colombo
- Followed Advance in Microsoft Office at ILEAD - Dehiwala

Professionally Trained & Hand experiences

- Fluent in Microsoft Office (Word / Advance in Excel / PowerPoint)
- Fluent in all versions of Windows & Mac operating systems
- Fluent in E-mail Conversion & Internet
- Knowledge of Computer Software & Hardware

Extra Curricula Activists

- Perfect at K/L Jeelan Center Navoodya Collage (2006 To 2008).
- Member of the board of prefects at K/L Jeelan Center Navoodya Collage (2006 To 2008).
- A member of school commerce union.
- Have been participated game athletics & stage performance.
- Have been in-charge of People Bank (school) SisuUdanaSeving Accounts

Employment History

Company Name: **Asian Hardware (Pte) Ltd**
No. 23, Maha Vidyalyaya Mawatha, Colombo-13, Sri Lanka
Designation: **Coordinator**
Working Duration: *March-2019 to Present*
Major Job attended:

- *Initiate and maintain a good working relationship with the sales teams and also our internal personnel and customers*
- *Functions as an accounts receivable person and assist in timely customer's payment collections & follow-up*
- *Supporting to the salesforce on the sales reporting system*
- *Preparing quotation (with accurate pricing and configurations) & send to the customer via email*
- *Develop reports for sales to show progress against budgeted numbers*
- *Generate monthly, quarterly, and year-end sales volumes & collections reports*
- *Check customer's credit application and approve or deny it, based on company Policies & standards*
- *Negotiating payment terms & conditions plans with new customers (Credit Period) as per company policies.*
- *Update customer information into the company ERP system*
- *Analysing customer sales & payments data to optimize sales efforts and better identify potential customers*
- *Maintaining supplies of sales presentation materials, including slides, brochures & compliments*
- *Assign territories and quotas to field sales staff*
- *Coordinating training and scheduling for sales staff regarding company product & policies*
- *Attend sales meetings and trainings*
- *Schedule goods delivery & Coordinate with delivery department*
- *Taking customer phone calls and responding quickly and efficiently about their account / sales products / delivery*
- *Respond to common inquiries or complaints from customers & Record*
- *Other duties assigned by Manager or MD on an as-needed basis*

Company Name: **Al Howail Group**
Head Office - 1st Floor, Alhowail building, Abu huraira street, Mubarkia area, Dammam, KSA.
Designation: **Accounts Clerk for Tyre Re-Trading Factory / NATRUB Rubber Factory / Plastic Factory (Dammam Br)**
Working Duration: *2015-2019*
Major Job attended:

- *Coordinate with all division salesman & keeping good communication relationship with them*
- *Sales order entering, processing, invoice generating, schedule the delivery & preparing daily sales sheets*
- *Check and accept the payment collection from the salesman daily basis (Cash, Cheques) & enter to ERP systems.*
- *Responsibility for cash in hand.*
- *Arrange daily-to-day payment (Cash & Cheques) deposits to banks & verify with the finance division*
- *Follow-up customer's direct bank transfer / direct bank cheques deposited, confirm with respective customer & Finance division*
- *Assist in timely customer collections & follow-up with salesman and customers*
- *Prepare quotation & monthly statement & email to customer and follow-up*
- *Evaluate new customer application requests and review with sales manager then forward to credit control division as well as management for credit approvals, then open new customer code, re-activate, increase credit limit etc.*
- *Update customer details to the ERP systems & keeping the record up to date*
- *Report regarding the sales target, overdue payment to the management on weekly & monthly basis*
- *set meeting with sales staff (target, sales, collection, overdue payment, market situation, customer's feedback) with the sales manager each month end and report to management if required*
- *Handle all division petty cash expenses, utility bill payments, vehicle repair & maintenance expenses*

- Prepare salesman monthly target & collection commission, allowance and submit for management approvals.
- Keep all vehicles & equipment records up-to-date (Daily meter reading, fuel consumption, maintenance & service period etc.)
- Maintain and monitor raw material movement and re-order level to maximize the production efficiency
- Purchase of raw material & spare parts by obtaining requirement, negotiating price, credit period, quality, delivery time, sample testing ex... from local suppliers and forward to management for approval
- Arrange a test of new supplier's raw material by production in-charge, foreman & submit the test report to management for purchasing approvals & register
- Check & verify all receive & dispatch raw-material, spare parts, and finished goods according to purchase orders, delivery notes, Invoices & dispatch notes (Items / Quantity / Quality / Price Exc.)
- Sign paperwork along with factory foreman upon receiving & dispatching stocks, keep hardcopy on related files systems
- Prepare manual & system receiving reports (GRN / RR) & enter into the inventory ERP systems
- Checking daily raw material consumption (input) vs finished goods (output), go through if any shortage or wastage while in production
- Update factory daily raw material consumption to the ERP system on a daily basis
- Arrange to transfer raw material to another branch factory, follow-up
- Supervise the factory & warehouse housekeeping
- Arranging supplier payment voucher (PV) based on agreed credit period & company policy
- Arrange the training and scheduling for the new factory Labours
- Monitor & marks factory store's drivers & labour's daily attendance, summers send to HR departments
- Prepare monthly payroll for each division's drivers, factories labours & attend if any salaries or OT issued
- Arrange & prepare vacation leave schedule for drivers, and labours as per company policy.
- Arranging factory day & night shifts for the labours if needed.
- Supervising quarterly inventory for all factories and finalize inventory for FS works.
- Other duties assigned by the sales manager & management on an as-needed basis

Company Name: **Al Howail Group (Tabuk Branch)**

Head Office – 1st Al Howail building, Abu Huraira street, Mubarakiya area, Dammam, Saudi Arabia

Designation: **Accounts clerk for tyre showroom & warehouse cum showroom counter salesman (Tabuk br)**

Working Duration: 2013 – 2015 (Three years)

Major Job attended:

- Greeting the customer's responding to questions, improving engagement with merchandise, and providing outstanding customer service.
- As a showroom counter salesman, increase the sales numbers & achieving sales target goals.
- Responsible for the showroom display arrangement, so that can get customer attention
- Maintaining an orderly appearance throughout the showroom
- Introducing promotion opportunities to the customers.
- Using cross & up-selling strategy to increase sales figure value
- Effectively promote the company brands to the customer
- Showroom sales Invoicing & payment collection as a cashier & responsible for cash in hand.
- Keeps the detailed records of showroom regular customers & follow-up for future sales
- Wholesale field sales teams sales order entering, generate Invoice, arrange the delivery on time via warehouse
- Check and accept all kinds of payment collection from field sales staff (Cheques & Cash) & enter to ERP systems
- Prepare & send quotation and monthly statement to the customer via email and follow-up
- Generate reports of showroom & wholesale sales, and collection figures to branch manager daily
- Corresponding all customer calls, and emails and responding quickly & efficiently regards their account, sales products, delivery Etc.

- Arranging bank deposits (Cash collection & Cheques) on daily basic
- Handle branch petty cash expenses/vehicle expenses such as fuel, repairs & maintenance etc.
- Keep all vehicles & equipment records up-to-date (Daily meter reading, fuel consumption, maintenance & service period etc.)
- Maintain showroom, warehouse stocks level & re-order from the center warehouse via head office logistic department
- Follow-up monthly fast-moving / slow-moving / non-moving stocks & take necessary action
- Responsibility for all showroom, warehouse inventory stocks, assist & function
- Check & verify all receiving & dispatching inventory stocks in the showroom, and warehouse according to invoice & dispatch notes while transferring or receive to or from the central warehouse.
- Sign paperwork upon receive & dispatch inventory stocks, keep hardcopy on related files systems
- Prepare manual & system receiving reports (GRN / RR) & enter into the inventory ERP systems
- Prepare driver & labours delivery trip allowances & forward to accounts division every month end
- Monitor & marks branch daily attendance & forward to HR & payroll division
- supervise showroom, warehouse housekeeping & stocks arrangement
- Supervise showroom, warehouse Labours & their daily work task
- Keeps a good relationship with multi-language & religious employees
- Other duties assigned by the branch manager on an as-needed basis

Company Name: **The Tradesmann SL (Pvt) Ltd**
 No 40, Boruppana Road, Rathmalana, Sri Lanka.
 Designation: **Invoicing & Admin Coordinator for Tyre division**
 Working Duration: 2010 - 2012
 Major Job attended:

- Sales order entering, processing, invoice generating, scheduling the daily deliveries & prepare daily sales & delivery reports.
- Check and accept all kinds of payment collection from field sales staff (Cheques & Cash), enter to systems
- Assist in timely customer collections & follow-up with sales teams.
- Evaluate new credit customer's application requests and forward to the credit-control division for approval, Update customer information to the systems & keep the record up to date.
- Coordinate with sales teams & keeping good communication with them.
- Generates sales & collection reports to management on a weekly, and monthly basis.
- setting meetings with the sales team (target, sales, collection, overdue payment, market situation, customer feedback).
- Monitoring daily field sales team attendance, report to HRD & Payroll division on day basis.

Non Referance

A.F.M Abdul Rahman

HR Manager

Asian Hardware (Pte) Ltd

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Colombo-13, Sri Lanka

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Declaration

I hereby assure that the above information s by me is true & correct the best of my knowledge. I hope that the above-mentioned particulars will meet your requirement and if given a chance to prove myself, I assure you that I will do the best to fulfill the company's adjectives

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 Mohamed Sahlan

