

# Syed Osama Ali

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Dammam, Saudi Arabia

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7 years plus experience; a **hardworking** focused professional with comprehensive knowledge & understanding of **SALES** process and operations with efficient and **pro-active** approach.

Throughout a consistent and **proven** track record of successfully employing **best** business practices that **improve** efficiency, reduce operating costs while increasing **performance**, all to tight time scales and within budget. **Committed** to identifying and implementing **continuous improvements** in the sales activities.

Presently exploring for a **challenging** and learning position in sales, which will make best use of my **acquired skills** and experiences along my personal and **professional** development.

## EXPERIENCE

AUGUST 2021 – PRESENT      MASDAR TECHNICAL SUPPLIES TO INDUSTRY, DAMMAM

### SALES EXECUTIVE

- Maintain and expand business in the assigned area.
- Prepare Quotation for Customers with all pricing as per Customer Needs.
- Maintain Sales Sheet, Payment Statements and Daily Sales reports.
- Prepare Invoices, Delivery Note and Submit Invoices to the Customers.
- Dealing with Procurement team and request for material requested.
- Submit Quotations to Saudi Aramco and SASREF on their Portals.
- Effectively communicating with customers in a professional manner in order to generate Business.

MARCH 2020 – JULY 2021      ETIMAD POINT TRADING, RIYADH,

### SALES COORDINATOR

- Meeting with Customers regarding sales and account statements.
- Maintain Sales Sheet, Bank Statements and Daily reports.
- Prepare Invoices, Delivery Note and deliver material.
- Prepare Sheet for VAT and Expenses.

APRIL 2019 – FEB 2020      SUPERB ENTERPRISES PVT. LTD, INDIA

### TEAM LEADER

- Flight Tickets and Hotel Booking through TBO and Akbar travel Online Portal.
- Plan and supervise the workflow in Team.
- Handle and Execute operations.
- Customize Holiday Packages, Hajj and Umrah Packages as well.
- Contact with Local vendors and Airlines.
- Daily meeting with Sales team.

## SKILLS

- Analytical mindset
- Communication skills
- Team player
- Excellent time management skills
- Public Speaking
- MS Word, Excel, PowerPoint, Outlook
- ERP and CRM software.

## LANGUAGES

- English
- Hindi
- Arabic (Basic)

## ACTIVITIES

- Professional Networking
- Cricket
- Travel

## PERSONAL DETAILS

Marital Status -

**SINGLE**

**- VALID KSA**

**DRIVING LICENSE**

**JAN 2019 – APRIL 2019**

**AL AQSA GLOBAL SERVICES, INDIA**

### **SALES AND OPERATION EXECUTIVE**

- Flight Tickets and Hotel Booking through TBO and Akbar travel Online Portal.
- Directly deal with Customer to know their basic needs.
- Customize Holiday Packages, Hajj and Umrah Packages as well.
- Contact with Local vendors and Airlines.

**MARCH 2017 – JANUARY 2019**

**LABBAIK UMRAH INDIA PVT. LTD, INDIA**

### **SALES AND OPERATION EXECUTIVE**

- Flight Tickets and Hotel Booking through TBO and Akbar travel Online Portal.
- Directly deal with Customer to know their basic needs.
- Customize Holiday Packages, Hajj and Umrah Packages as well.
- Contact with Local vendors and Airlines.

## **EDUCATION**

**2020**

**MASTER'S IN SCIENCE, DR. B R AMBEDKAR UNIVERSITY (INDIA)**

**2018**

**BACHELOR'S IN SCIENCE, DR. B R AMBEDKAR UNIVERSITY (INDIA)**

**2015**

**SECONDARY SCHOOL, SJS PUBLIC SCHOOL (INDIA)**

**2013**

**HIGH SCHOOL, ST. JOSEPH'S SENIOR SECONDARY SCHOOL (INDIA)**

## **OTHER EDUCATIONS**

- **DIPLOMA IN INTERNATIONAL AIRLINES AND TOURISM MANAGEMENT.**
- **DIPLOME IN OFFICE ACCOMODATION.**

*REFERENCES ARE AVAILABLE UPON REQUEST*