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| A person wearing a pink shirt  Description automatically generated  **Mir Sajjad Ali**  Consumer Sales & Export Coordinator |  | [sajjadalirazvi@yahoo.com](mailto:sajjadalirazvi@yahoo.com)  +966 55 108 5146  linkedin.com/in/mir-sajjad-ali-razvi-0b130828 |

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| **RESUME OBJECTIVE**  Work experience of 11 years with abundant Administration experience.  Qualified and experienced professional with proven good working knowledge in various fields within the service industry. A dedicated team player, who can bring to your business committed observation of highest standard of professionalism, integrity at all times, appetite for continuous improvement, willingness to take any challenging responsibility and strong strength of work ethics. |  | **EDUCATION**  **Marketing & Salesman Ship** - Froebel’s Vocational Junior College. (BOI)  **Bachelor of Commerce in Computer Application**  **Advance Diploma in Computer Application** – Apex Technologies Complete IT Solution.  **Diploma in IT** - Medina Vocational Junior College.  **Diploma in Human Resources & Business Management** - City Business College Goswell Road London (U.K)  **SKILLS**  Problem Solving  Adaptability  Collaboration  Strong Work Ethic  Time Management  Critical Thinking  Customer Service  Leadership  **LANGUAGES**  English, Arabic, Urdu & Hindi  **LICENSE**  Saudi Light Vehicle driver’s license valid until 2025.  **RESIDENCE PERMIT**  Sales Representative  Valid until 07/10/1444  **PERSONAL DETAILS**  **DOB:** 2nd October 1987  **Marital Status:** Married with two kids  **HOBBIES**  Travelling  Reading  Photography & Videography |
| **EXPERIENCE**  **Insurance Auditor**  Al Dawaa Medical Services Co. Ltd, Dammam | October 2018 - Present  My Job profile is to Audit and solve claim and billing issues, Interfaced with insurance carriers and other healthcare providers. Assisted patients with eligibility and benefit coverage questions. Implemented audits of client accounts to ensure our accuracy rate remained above 95%. Maintained our system to ensure all insurance fee schedules are current and up to date.  Manage data entry of proprietary database, ensured documents met required standards. Effectively Working on BUSINESS MONITOR Insurance Claims Modules.  **Consumer Sales & Export Coordinator**  Al Dawaa Medical Services Co. Ltd, Dammam | June 2013 – September 2018  Responsible for coordinating between Sales Managers, Sales team and Operations for prepare quotations in the ERP by Registering customer inquiries into ERP System by verifying the prices, quantities and discount quotations prior to sending it to the customers.  Diligently follow up with the customers on the quotations submitted to convert it into sales order, updating Supervisor and Sales teams the quotation submittal status.  Sends inquiries to suppliers for special prices. Process orders by booking in the system and submitting it to delivery team and logistics for timely deliveries of the Key Accounts Customers, Export Order (Across Kingdom, International & Gulf Customers) with their Accurate Selling Price, Promotional Orders to ensure on time and correct material delivery. Sends requests to IT department for any new item code creation and follow up until codes are created.  Support the Customer Service in handling complaints by providing accurate information on queries. Follow up on outstanding payments to customers, as assigned with respective Sales team & Managers. Update the sales team on matters of importance to ensure that customer receives feedback on issues. Periodical review of stock position and inform sales of any item shortage. Effectively Working on SAP sales Modules and Inventory Management.  **Business Development Manager & Hardware Technician**  AXIS IT Solutions, Abids Hyderabad, India | June 2006 – July 2007  My Job Profile was to visit Big Entrepreneurs like Call Centers, Banks, Schools, Colleges, Offices, Hotels, Airports for Building up Business with them by Offering our Sales & Services of Hardware, Networking, Computer Supplies, etc. with Reasonable Prices and services with Annual and Monthly Contracts of Maintenance to Update the PC, Laptops with Genuine Licensed Software’s.  **Hardware Technician**  Apex Technologies, Abids Hyderabad, India | April 2003 – May 2006  Worked as a Hardware Technician with APEX Technologies, for the Duration of 3 years. My Job Profile was to Visit Big Entrepreneurs like Call Centers, Banks, Schools, Colleges, Offices, Hotels, Airports for our Sales & Services of Hardware, Networking, Computer Supplies, etc. with Annual and Monthly Contracts of Maintenance to Update the PC, Laptops with Genuine Licensed Software’s.  **Business Development Executive & Hardware Technician**  Razvi’s InfoTech, Hyderabad, India | October 2007 – December - 2009  Worked as a Business Development Executive & Hardware Technician with Razvi’s InfoTech for the Duration of 2 years. My Job Profile was to Visit Small Entrepreneurs like Schools, Colleges, Offices and Home Services for Building up Business with them by Offering our Sales & Services of Hardware, Networking, Computer Supplies, etc. with Reasonable Prices and services with Annual and Monthly Contracts of Maintenance to Update the PC, Laptops with Genuine Licensed Software’s.  **Sr. Sales Executive**  Tata Teleservices, KLK Estate, Basheer bagh | January 2008 – February 2009  Worked with Tata Teleservices, a reputed and well-known Organization of Telecom Industry as a Sr. Sales Executive. My Job profile was to Manage all Telecom Services Including New Cellular Connections for postpaid, Prepaid & Office Sectors for a Series Contract & also includes with all Landline Connections for Homes.  **Sales Coordinator**  Lebanese Restaurant – London UK | March 2010 – December 2010  My Job Profile was to Identify new contacts, develop sales leads, and respond to sales opportunities in order to maximize revenue. Coordinate with the Restaurant Management by Performing general office duties to support Sales & Marketing by Preparing sales-related documents throughout the sales process, produce accurate and timely reports that meet the needs of the Sales Director and senior management to include the reporting of appointments, calls made and business leads. Promote awareness of our Restaurant internally and externally by Gathering materials and assemble information packages (e.g., brochures, promotional materials). Monitor customer satisfaction regularly and resolve any outstanding issues to ensure future business.  **Sales Coordinator**  Primark Shopping Mall London, UK | January 2010 to January 2011  Responsible for Co coordinating between Sales term and ware houses for timely deliveries of the Sales order closing of the open sales Orders at the end of every month. Effectively Worked in SAP sales Modules and Inventory Management.  **Customer Advisor**  Malik Cars Private Ltd - Fiat Group | April 2011 – November 2011  My Job profile was to deals with the Brand New Fiat Cars (Fiat Grande Punto & Fiat Linea) with the Existing Walk-in Customers and Tele Callers and Achieved Good Sales Target Every Month. |  |
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