

# TARIQ HUSAIN KHAN

## Sales Executive

### TRANSFERABLE IQAMA for Saudi Arabia

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### OBJECTIVE

To associate with an organization that will utilize my full potential and abilities effectively and enable to continue towards achieving organizational objectives as well as professional satisfaction.

#### • **STRENGTHS**

- **21+ Years** of Professional Sales Experience
- Good working knowledge on **MS Office**
- **Diploma in Software Management** & Other accounting, commercial, and statistical software's like **Tally, Minitab** etc.
- Complete understanding about **Gulf Customer behavior**.
- **Confident and presentable** personality
- Valid Saudi Driving License

### PROFESSIONAL EXPERIENCE

#### **Employer: Abdul Aziz & Saad Al Moajil Trading and Investment Co.**

Position: Sr. Sales Executive

Location: Dammam- Kingdom of Saudi Arabia

Duration: November 2011 to Till Date

#### **Job Responsibilities:**

- Sells products by establishing contact and developing relationships with prospects, recommending solutions.
- Identifying the potential clients and convert them to productive ones.
- Increasing Market share by customer interactions and display of products.
- Generating the business leads and expanding customer base to increase the sales volume.
- Handling customer queries and getting feedbacks to enhance their satisfaction through value added services.
- Handling Company's priority clients
- Proper Demand forecasting to avoid end moment delays.
- Achieving the sales target within the assigned territory. Preparing daily sales
- Report Maintaining customer's data base
- Penetrate the markets and perform under pressure in a fast paced rapidly changing environment.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Contributes to team effort by accomplishing related results as needed.

**Employer: Total Solutions Building Materials Co.**

Position: Sr. Sales Executive

Location: Deira -Dubai

Duration: January 2007 to Nov. 2010

**Job Responsibilities:**

- Handling Company's priority clients
- Proper Demand forecasting to avoid end moment delays.
- Increasing Market share by customer interactions and display of products.
- Generating the business leads and expanding customer base to Increase the sales volume.
- Handling customer queries and getting feedbacks to enhance their satisfaction through value added services.
- Identifying the potential clients and convert them to productive ones.
- Achieving the sales target within the assigned territory. Preparing daily sales
- Report Maintaining customer's data base
- Penetrate the markets and perform under pressure in a fast paced rapidly changing environment.

**Employer: Chirag Aluminum & Glass**

Position: Sales Executive

Location: Al Quoz Dubai U.A.E

Duration: February 2005 December 2006.

**Job Responsibilities**

- Follow approved tour program, prepare and send reports as per finalized schedules and details. Maintains regular contacts with customers and dealers.
- Ensure on time collection of payables.
- Key Performance Indicators Sales volume and value Implementation of key activities.
- Also responsible to deal with:
  - ✓ Aluminum and Glass Companies
  - ✓ Door and Windows Manufacturing
  - ✓ Aluminum and Cladding
  - ✓ Glass- Single Glass and Double Glass
  - ✓ Glass Pampering and Tampering

**Employer: Concave Trading Company**

Position: Sales Executive

Location: Deira Dubai U.A.E

Duration: March 2001 January 2005.

**Job Responsibilities:**

- Primarily responsible for creating sales opportunities and converting those in firm orders.
- Responsible for all marketing and sales related issues.
- Assist in preparing for project tender including preparation of tender document, checking of quotation, tender interview, and submission of document.
- Following up and networking with clients to ensure closing of sales deals and to establish good network with potential clients.
- Updating the company regarding latest industry developments.

- Checking of sales and marketing document e.g., sales contract, before sending it for approval by Marketing Manager.
- Follow up during the project to bridge understanding between marketing and project team to ensure that commitments made during tender are being fulfilled by the project team.
- Scope of sales includes: generators- Perkins and Cummins, Conduit - decoduct and local pipes, Wire - DUCAB wire and national wire and others local etc, Db - ABB, MK, switch and sockets etc, cable trays, cable trunking, steel ladder and other, marks and joint cable systems.

#### **PROFESSIONAL QUALIFICATION**

- Bachelor's in commerce, M.J.P. Rohelkhand University, Bareilly (U.P.) INDIA.
- Diploma in Software Management from ICSES, INDIA.

#### **LANGUAGE PROFECIENCY**

- English & Urdu

#### **PERSONAL DETAILS**

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Date of Birth : 10<sup>th</sup> Of July 1976  
Nationality : Indian  
Gender : Male

(TARIQ HUSAIN KHAN)

Date and Place