M. Asif Ahmed Khan

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##### PROFILE SUMMARY

11 years of experience in energetic and self directed inside sales professional proven closing skills and smooth telephone sales ability Sales & Admin, Planning & Reporting in Trading industry

* A keen analyst with a distinction of reviewing, investigating and correcting errors and inconsistencies in MIS Reporting& documents that leads to transparency in reporting to internal and external stakeholders
* Demonstrated excellence in ensuring compliance with applicable policies, contracts and regulations
* Highly energetic inside sales handling consistently exceeds revenue goals and exceptional and leadership skills diligently follow up with lead to drive new business
* Area of expertise include relationship management cold calling prospecting pricing negotiations building referral networks Socratic selling executive level sales.

##### AREAS OF EXPERTISE

* Planning and executing monthly / quarterly / annual closure schedules; providing monthly MIS reports
* Preparing and presenting weekly and monthly management reports analysis, productivity analysis, inventory turnover analysis and cost variance analysis
* Sourcing new sales opportunities through inbound lead follow up and outbound cold calls and emails, understanding customer needs and requirement
* Close sales and achieve quarterly quotas and research accounts identify key players and generate interest

##### KNOWLEDGE, SKILLS & ABILITIES:

* Developing and analyzing data to determine how to better accommodate new and existing customers
* Ability to mentor, select priorities & evaluates needs.
* Effective communication & presentation skills.
* Recognized by Supervisor and Senior Executive for handling the process without any escalations.

1. Received accoladed from client and management on implementing ideas for process improvement and development on sales turnover

##### Other I.T. Credentials

1. Operating Systems – Windows 2000, XP, Vista, Windows 7
2. MS-Office suite, MS Word
3. Tally 9 version
4. (Fundamentals, Windows 7, Ms Office XP, Ms Excel, Ms Word, Outlook mail, internet).

##### EDUCATION:

* UG Graduation: B. Com(CS ) From The New College(2004-2007)
* +2 Muslim Higher Sec School in Triplicane State Board of TamilNadu year of Completion 2004.
* S.S.L.C Muslim Higher Sec School in Triplicane State Board of Tamil Nadu year of Completion 2002

**3.PROFESSIONAL EXPERIENCE :**

* Organization Name : CareDataInfomatics Pvt Ltd

Chennai

* Designation : Senior inside Sales Executive
* Work Period : Dec 2017 to Till date.

*Responsibilities:*

* Sells products by establishing contact & developing relationships with prospects

Recommending solutions.

* Prepares reports by collecting, analyzing, and summarizing information.
* Indentifies product improvements or new products by remaining current industry trends, market activities, and competitors.
* Achieving monthly , quarterly and yearly sales targets and reporting on sales activities to management
* Sources new sales opportunities through inbound lead follow up outbound calls.
* Contributes to team effort by accomplishing related results as needed.
* Preparing the proposals for the product sales to the clients.
* Generate the potential client leads from the web sources.
* Ensure to maintain professional attitude to deal with prospects, customers & staff members.
* Participate in industry events voluntarily to promote prospects.
* Manage and provide solutions to all issues related to customer satisfaction.
* Understand the needs and expectations of the customers and provide relevant solutions.
* Establish friendly relations with customers & maintain ongoing relations with the customers
* Maintain record details of every sales transaction in excel and submit weekly reports.
* Maintain and update client details in CRM system as well as records according to the necessity and instruction
* Preparing DSR report and closely monitoring work in progress and accounts
* Working from customer lists and data base make outbound follow up calls to our existing customers or prospects to qualify leads
* Making and send proposal and quotation to clients and follow up and do all correspondence with prospects clients
* Ensure the sales team is meeting the monthly sales target

**2.PROFESSIONAL EXPERIENCE :**

* Organization Name : Sony India Pvt Ltd
* Designation : Sales Coordinator
* Work Period : Jan 2014 to Dec 2017

*Responsibilities:*

* Coordinating with the sales team & dealer distribution
* Assisting sales team in implementing the sales strategy as set by the company management.
* Keeping regular track with customer on receivable of overdue payments
* Based on sales team and customer request send quotation and follow up to raise proforma invoice and inform customer of unforeseen delays or problems
* Liaise sales team, plant for placement of order and follow up until the execution of the order
* Preparing and maintaining statistical report weekly, monthly & annually for preparing sales report
* Supervising the promoters at counters levels.
* Maintain the pops & mops for products displays & sku units.
* Support for all branches for product development and arranging stocks for festivals season sales offers.
* Extending the Credit Limit to the authorized dealers.
* Prepares data base sales report in weekly and Monthly.
* Responsible for stock keeping handling corporate sales.
* Recruiting the promoters from outside for temporary annual festival sales

**1.PROFESSIONAL EXPERIENCE :**

* Organization Name : Bilad Majan International L.L.C.

(Sultanate of Oman)

* Designation : Sales Administrator
* Work Period : Nov 2007 to Dec 2013

***Responsibilities:***

* Selling granite marbles & tiles in retail outlet.
* Supervising the workers in factory
* Recording day to day accounting transaction vouchering, invoicing passed purchase bills, staff travelling claims, dealing with vendor in tally
* Responsible for cash management & handling the clients.
* Responsible for Cash Reporting (Weekly) and sales report.
* Visiting the constructions sites & meeting with clients.
* Marketing the products by
* outsources & collecting orders.
* Import & export the materials.
* Processing of all vendor payments and customer receivable, ensuring timeliness and accuracy.
* Preparing and providing financial statements and managing business reporting, planning and forecasting.
* Maintenance monthly salary accounts for employees, house keepings & factory workers by systematically and processing the salary.
* Responsible for monitoring and supervising all the activities in factory and keep the records of all incoming and outgoing goods.
* maintaining the sales invoices, quotations , creditors & debtors files by accurately
* Identification and ageing of reconciling & outstanding items
* Maintaining the office stationery & time sheets.
* Filing the purchasing records, suppliers’ outstanding reports by systematically.
* Preparing daily MIS reporting.
* Preparing the outstanding statements & pending cheques list.

##### EXTRACURRICULAR:

* Traveling and listening music
* Playing cricket
* Plant Trees

##### PERSONAL DETAILS:

* Date of Birth :21.04.1985
* Marital Status : Married
* Languages known : English, Tamil, Hindi, Urdu & Arabic.
* Gender : Male
* Nationality : Indian

I hereby certify that the information given above is true and correct to the best of my

Knowledge

Place: Chennai Yours Truly,

Date: **(**MAsif Ahmed khan**)**