Sajid Shaikh

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**Career Objective**

To be a part of a growth oriented challenging environment where my analytical and people managerial skills are utilized to the optimum, which adds to the organization and individual growth

**Work Experience**

Worked with Maple Int Pvt Ltd as a Apple consultant 29/09/2018 till 23/03/2021

* Day start from team briefing and downloading new updates on product
* Identifying new sales leads
* Pitching products and/or services and shield
* Maintaining fruitful relationships with existing customers
* Maintaining quality of merchandising of product and accessories
* Product allocation and transfer
* Co-operative with each staff related his professional and personal
* Build strong relationship with staff to get more potential
* Cross selling and up-selling the product
* Taking care for logistics team
* Coordinating delivery team
* Contacting directly to customer and client to clear all the deal and build a healthy relationship with customer
* Exploring Marketing for sale and business
* Closing the deal within a time frame (as per client time )
* Contact vendor for buyback offer and bargain with vendor to get good deal to customer
* Apart from that TPA (Third party accessories )

**Work Experience**

**Worked**  with AIRTEL as a BDE from 06/03/2017 till 23/09/2018

* Identifying new sales leads
* Pitching products and/or services
* Maintaining fruitful relationships with existing customers
* Researching organisations and individuals online (especially on social media) to identify new leads and potential new markets
* Researching the needs of other companies and learning who makes decisions about purchasing
* Contacting potential clients via email or phone to establish rapport and set up meetings
* Planning and overseeing new marketing initiatives
* Attending conferences, meetings, and industry events
* Preparing PowerPoint presentations and sales displays
* Contacting clients to inform them about new developments in the company’s products
* Developing quotes and proposals
* Negotiating and renegotiating by phone, email, and in person
* Developing sales goals for the team and ensuring they are met
* Training personnel and helping team members develop their skills

Golden group of companies September 2014 till 5 August 2016

Document Controller cum Admin in Muscat (Oman)

* Manage and track company document (confidential).
* Image, organize and maintain documents, adhering to the company's document lifecycle procedures,
* Archive inactive records in accordance with the records retention schedule.
* A large part of the job is to control the retrieval of documents. RFIs, from. Employees or clients and maintain the requests via tracking logs. As RFI procedures are updated,
* Friendly with ERP Software
* Sometimes help project managers develop and maintain documents such as meeting minutes, drawings, specifications, approvals and related items.
* Periodically, document control specialists might be responsible for training employees on records management procedures and policies, which include' documentation, retention, retrieval,
* Taking Responsibility for Quotation As per MR
* Guarantee and warranty certificate
* Project Handing over document
* Incoming and outgoing mail and document

**Vodafone Telecom Oct 2010 – Mar 2014**

**As a Retail sales assist**

* Taking daily morning briefing with counter executive for today planning
* Handling retail outlet and taking care of services and process of mobile and connections.
* Solve customer quires to a satisfactory level of their requirement and take escalation quick or faster resolution and leaving a benchmark
* Maintaining quality Customer Care Services
* Creating a strong Frontline Image of the Company
* Take care of customer document (confidential)
* Achieve postpaid ,prepaid,datacard ,mobile monthly sales target
* Prepare monthly report
* Understand Customer Need & Lead Generation
* Display Merchandiser Product for sale (ZooZoo Dolls and others items)
* End of the day report to Store Manager with sales Achievement
* **Reliance Telecommunication (Technical Call Centre Deprt) 19 June 2008 till 7thDec 09**
* Placing Deal as per Domestic Clients Instruction
* Determines requirements by working with customers
* Answers inquiries by clarifying desired information; researching, locating, and providing information
* Resolves problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems
* Fulfills requests by clarifying desired information; completing transactions; forwarding requests
* Sells additional services by recognizing opportunities to up-sell accounts; explaining new features.

**Education Qualification**

B.com in 2008 -Mumbai University

1 Year SqL Course (Oracle) -NIIT

**Awards & Achievements**

* Achieved 3 times Sales champ for best performance in the month of August, December 2012 and March 2013 from Circle Head.
* Achieved Simple Team Value award from Store Manager
* Achieved appreciation mail from Customer

Regards

Sajid Shaikh