



# MOHAMMED ABID SHAIKH

BUSINESS DEVELOPMENT  
REPRESENTATIVE

United Arab Emirates, Dubai.  
 +971507860457  
 abidshkuae@gmail.com

## ABOUT ME

With over 10 years of experience as a proven expert in business growth, account management, and logistics and supply chain management, I specialize in strategic sales. My expertise encompasses marketing, negotiation, and leadership, enabling me to make a significant impact on team success. I am eager to leverage my skills to drive results and enhance performance for your organization.

## SKILLS

- SALES FORECASTING
- NEGOTIATION
- CUSTOMER RELATIONSHIP MANAGEMENT
- DOCUMENTATION
- LOGISTICS MANAGEMENT
- ORDER PROCESSING COORDINATION
- DATA ANALYSIS
- COST MANAGEMENT
- ROUTE PLANNING
- MICROSOFT OFFICE

## LANGUAGES

- ENGLISH
- ARABI
- HINDI
- URDU

## WORK EXPERIENCE

### ZAHRAT AL

#### RAWABY

#### READYMADE

#### GARMENTS

Sharjah U.A.E

Apr2021-Present

#### On Notice period

### Sales Development Representative

- Proven track record in spearheading sales teams to achieve outstanding results through exceptional client relations and top-tier customer service.
- Extensive expertise in product knowledge, including service lines, policies, procedures, and support services.
- Proficient in analyzing customer needs to offer tailored product and service solutions, while meticulously maintaining records for follow-up and reporting.
- Managed the transportation of imported fabrics from India, ensuring seamless logistics and delivery.

### Custom Clearance Clerk

- Proficient in data entry and meticulous record keeping, ensuring accuracy in all custom documentation for both export and import, including invoices, packing lists, and certificates of origin.
- Skilled in managing E-Clearance via E-Mirsal for import, export and transit processes within free zone companies.
- Expert in inventory control and coordination with warehouse teams to maintain optimal stock levels for timely shipment.
- Experienced in overseeing the importation of heavy equipment and machinery for repair, ensuring compliance with all customs regulations.

### Sales Representative (Outdoor)

- Led the sales force in executing a dynamic sales strategy, focusing on key account management and driving initiatives in sales development, marketing, customer retention and pricing optimization.
- Coordinated logistics and customs processes in Dubai to ensure timely shipment delivery, while promoting product branding for high-profile clients like Jockey in hypermarkets.
- Managed merchandising and ensured on-time product delivery in alignment with customer orders.

### General Accountant/Sales Executive

- Expertise in preparing financial statements, journal entries and account reconciliations to ensure accuracy and compliance.
- Skilled in compiling, analyzing, and reporting financial data to inform strategic decision-making.
- Experienced in creating critical financial reports including profit and loss statements and balance sheets for performance tracking.

### JAYSON SHIP

#### REPAIR AND

#### MARINE SERVICE

#### L.L.C

Sharjah U.A.E

Feb2020-Mar2021

### YELLOW FLOWER

#### TRADING L.L.C

DUBAI,DEIRA U.A.E

Aug2018-Dec2019

### ALSANAM

#### TAILORING&

#### EMBROIDERY

Shajah U.A.E

Jan2011-Aug2018

## PERSONAL DETAILS

**Date of birth**

16/03/1987

**Nationality**

Indian

**Visa status**

Employment on Notice period

**Marital status**

Married

## DRIVING LICENSE

**Driving license category**

Light vehicle Manual

## COURSE

**Higher Diploma in Information System Management .**

**NATIONAL INSTITUTE OF INFORMATION TECHNOLOGY (NIIT)**

**Pune Maharashtra India**

**OCTOBER 2008 - JULY 2010**

- Strong ability to monitor and report on sales performance, identifying trends for actionable insights.
- Innovative thinker, dedicated to suggesting strategies to increase sales and enhance the client experience.

## EDUCATION

**MANIPAL**

**UNIVERSITY**

Dubai  
International  
Academic City  
U.A.E

2015

**MBA Master of Business Administration**

- Specialized in Operations Management
- MBA focused on streamlining logistics and supply chain management
- Mastered process improvement techniques including Inco terms, Letters of Credit and warehouse management systems.

**UNIVERSITY OF**

**PUNE**

Pune,  
Maharashtra,  
India  
2009

**Bachelor in Commerce**

- Specialized in Banking & Finance with a focus on financial analysis and investment strategies.
- Comprehensive understanding of market dynamics and risk management principles.