



AJAN M.V

SR. SALES EXECUTIVE

Experienced Sales & Logistics Executive with more than 1 years' experience in the food and beverage sector and over 9 years in the Building Material Sector, Tools, and Industrial Equipment & General Hardware Division. Successfully managed a wide range of projects, from inventory management to sales operations and logistics. My knowledge of the industry and expertise in operational strategies, supply chain management, and warehouse execution have enabled me to consistently exceed organizational objectives. Possess an excellent communication, problem-solving and organizational skills, as well as a strong work ethic and an aptitude for quickly adapting to new technologies and processes.

PERSONAL DETAILS

Mobile No : +971527859098
Indian No : +918848814023
LinkedIn : AJAN M.V
Email ID : ajanundaplavu@gmail.com
ajanpodiyadi@hotmail.com
Address : Bas properties, Flat No-401-
Al Muteena street, Deira,
Dubai, UAE
Nationality : Indian
D.O. B : 12th October 1990
Marital Status : Married
Passport No : T4366523
Date of Expiry : 25.11.2030
Place of Issue : DUBAI
Driving License : Valid UAE, Oman, Indian
Driving License

ACADEMIC CREDENTIALS

2017 **Master of Business Administration (Marketing)**
Vinayaka Missions Sikkim University
India
2012 **Bachelor of Business Administration (BBA)**
William Carey University, India
2008 **Higher Secondary**
Board of Higher Secondary
Examination, Kerala, India
2006 **High School (SSLC)**
Board of Public Examination Kerala

LANGUAGES KNOWN

- English
- Hindi
- Arabic
- Tamil
- Malayalam

KEY SKILLS

- Inventory Management
- Logistics
- Sales
- Process Improvement
- Sales Operation
- Procurement
- Communication skill
- Problem solving
- Leadership
- Planning
- Space utilization
- Time Management

EXPERIENCES

- ❖ **Warehouse & Logistic Executive** **Nov 2021 – Present**
Saha Edible Oil Trading LLC(SEOT) | UAE
 - Develop and implement effective strategies for visualizing and facilitating the logistics of the warehouse, transportation, and customer service.
 - Monitor, organize, and manage inventory, storage, and transportation processes.
 - Supervise and coordinate orders of products to ensure timely and accurate delivery.
 - Monitor and optimize the supply chain operations.
 - Track final product shipments, costs, and timelines according to customer requirements.
 - Resolve shipment and inventory issues in a timely manner.
 - Maintain detailed, organized records of orders and stock.
 - Prepare accurate reports according to the expectations of upper management.
 - Ensure compliance with all safety standards, regulations, laws, and policies.
 - Review, prepare, and route purchase orders efficiently.
 - Ensure the safe and timely pick-up and delivery of shipments.
 - Respond quickly to customer queries and provide satisfactory solutions.
- ❖ **Sales & Operation Executive**
Saha Edible Oil Trading LLC(SEOT) | UAE
 - Coordinate with other departments, such as shipping and receiving, to ensure that products are received in good condition and track sales opportunities from lead generation through close of sale to ensure that all opportunities are followed up on.
 - Maintain records of inventory levels and monitor customer satisfaction with products or services.
 - Work with the marketing department to develop plans for new product launches or other special events.
 - Train new employees on company policies, procedures, and best practices so they can begin working effectively on their own.
 - Coordinate with accounting to ensure that invoices are paid in a timely manner.
 - Manage the new employees visa process, Dubai Municipality clearance, and customs duty clearances.
 - Monitor and update the sales pipeline and forecast in Salesforce.
 - Process sales orders and invoices.

COMPUTER PROFICIENCY

- SAP (SD and MM Modules)
- MS Office
- MS Word
- MS Excel.
- Outlook
- Oracle ERP
- Zoho books

REFERENCES

- **Mrs. Shyma Naseeb.**
Accounts in charge & HR
SEOT group Dubai
Mob No: +971-42397471
- **Mr. Abdul Rahim**
Branch in charge
Al Khalili group Oman
Mob No: +968-22035000

INTERESTS

 **Learning**  **Sports**  **Fitness**  **Travel**
Languages

Senior Sales Executive. Managing Building Material Sector, Tools, and Industrial Equipment's & General Hardware Division

AL KHALILI GROUP | Dubai & Oman

Aug 2012 – Mar 2021

- Identifies business opportunities by identifying prospects and evaluating their position in the industry, researching and analyzing sales options.
- Responsible for project sales for the products Sealants, Insulations, Safety Products, Tools and hardware and all kind of building material etc.
- Prepare sales quotations in line with the company pricing policy and propose your recommendations to the Branch Manager / MD for final approval.
- Meeting with the purchase department to develop business relations and submit customer SOAs monthly or as per customer requirements.
- Following up with customers for due and overdue payments with the help of customer aging reports.
- Identifying potential interior companies, joinery companies, carpenters, contractors, subcontractors, traders, and precast concrete companies.
- Regularly following up customers' sales inquiries and aiming to convert quotations into LPOs.
- Achieving monthly or annual sales targets and providing proper customer service.
- Reporting to the sales manager and preparing monthly sales reports.

CONFERENCE ATTENDED

- Participated in Gulf food F&B exhibition 2022 & 2023 at Dubai world trade center.
- Participated in HORECA OMAN exhibition 2022 at Oman convention Center.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

AJAN M V