

ABRARUL HAQ VPM

Admin Executive

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AGE:25

Abu Dhabi



SUMMARY

Dynamic and results-oriented professional with over 3 years of experience in Sales and Administration, specializing in customer relationship management, lead generation, and operational support. Proven track record in driving sales growth through effective product knowledge, strategic negotiations, and targeted lead conversion. Adept at managing comprehensive administrative and accounting functions, including call management, meeting coordination, financial record maintenance, and correspondence handling. Skilled in utilizing strong communication and organizational abilities to enhance client satisfaction and streamline office operations. Committed to delivering high-quality support and fostering productive relationships in both sales and administrative roles.

EXPERIENCE

Administration and Customer service

Real Enterprises

01/2023 - 02/2024 Kerala, india

- Answered and directed phone calls to appropriate personnel, ensuring efficient communication and resolution of inquiries within the organization.
- Planned and organized meetings, including scheduling, preparing agendas, and taking detailed minutes to ensure accurate record-keeping and follow-up actions.
- Maintained and updated contact lists for internal and external stakeholders, facilitating efficient communication and engagement.
- Booked and managed travel arrangements for executives and staff, including flights, accommodations, and transportation, ensuring smooth and cost-effective trips.
- Provided general support to visitors, including greeting, directing, and assisting with inquiries, to ensure a positive experience and effective interaction with the company.
- Reconciled invoices and identified discrepancies to ensure accurate financial records and prompt resolution of billing issues.
- Managed digital and physical financial records, including preparing bank deposits, creating and updating expense reports, and reviewing and filing payroll documents.

Sales Executive

Al Aneeq Vegetables and Fruits

04/2021 - 04/2023 Abu dhabi

- Successfully met and exceeded sales targets, including a significant milestone of 42.0 lakh dirhams in revenue per annum, demonstrating exceptional sales performance and strategic planning. Acquired comprehensive knowledge of the company's product line, including features, benefits, and competitive advantages, to effectively address customer inquiries and provide tailored solutions. Targeted potential customers through market research and lead generation, converting leads into sales with persuasive communication and effective follow-up. Managed communication with new and existing customers via phone and email to assess needs, present products, and build long-term relationships. Highlighted product features and benefits during presentations to address customer needs and solve specific problems. Negotiated pricing, terms, and conditions with customers to reach mutually beneficial agreements. Prepared and managed sales agreements and contracts. Utilized telephone and email communication to interact with clients, ensuring timely and effective responses to inquiries and updates on product offerings. Maintained and updated customer contact lists, followed up regularly to nurture relationships, resolve issues, and identify additional sales opportunities.

EDUCATION

Bachelors of Business

Administration

Bangalore University

2018 - 2021 Bangalore

SKILLS

Customer Relationship Management (CRM)

Lead Generation Sales Conversion

Product Knowledge Negotiation

Communication Sales Agreements

Collaboration Customer Follow-Up

B2B Sales Administrative Support

Brand Strategy Meeting Coordination

Travel Arrangements Filing Systems

Invoice Reconciliation Payroll Processing

Market Research Campaign Management

Digital Marketing Content Creation

Public Relations Brand Awareness

Brand positioning Client Management

EXCEL Microsoft Office Powerpoint

LANGUAGES

English

Arabic

Malayalam

Hindi

Kannada

LICENSE

UAE Driving License