



Mansoor Ali Khan: Team Leader Sales & Operation

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EXECUTIVE SUMMARY

A highly motivated, proven and focused client facing professional with over 15 years of experience in key clients account management, sales / marketing, operation's both domestic and GCC Countries as well as familiar with Production process. Proven ability to lead cross-functional teams develops long-term strategies, utilize e-sourcing tools, manage and maintain effective strategic client and vendor relationships

CORE COMPETENCIES

Sales & Marketing | Operations | Team Work | Communication | Resource Management | Logistic | Team Oriented

Professional Experience

Dec 2014 – Till Date: M A K Advertising, Dubai – Team Leader Sales & Operation.

July 2011 – Oct 2014: Roly Pub Emirates, Dubai - Account Executive.

July 2008 – April 2011: Footprint, Dubai - Sr. Sales Executive.

May 2006 – June 2008: Golden Falcon Abu Dhabi - Production In-Charge & Client Ser.

Team Leader Sales & Operation – Dubai.

Key deliverables:

- Educating clients on various digital printing options, branding & signage's to help promote their businesses
- Supervising and managing a team, assigning them tasks, allocating timescales to meet agreed deadlines.
- Maintaining direct relationship with the decision makers and advised them in their decisions.
- Responsible to handle the sales of Dubai and Abu Dhabi region.
- Responsible to generate new business leads by creating advertising solution.
- Identifying and understanding the trends with clients and advertising agencies.
- Developing and implementing new ideas and strategies for sales team to generate more sales revenue.
- Driving the team to increase customer database by adding new customer to the business line.
- Assisting the team with overall project coordination, operation and on-site logistics.
- Managing and retaining excellent relationship with clients by understanding their requirements and providing effective solution in a technical and friendly manner.
- Mentoring and motivating individual / team to ensure that the Organization's performance is at the best.

Responsibility / Account Executive – Dubai.

Key deliverables:

- Developed marketing & promotion strategies for multiple existing/new clients.
- Planned and supervised the implementation of media events and campaigns.
- Conducting market research / advertisement analyses to learn more about competitor's activity.
- Design of Sales Presentations and execution plans to the customer to finalize the deal.
- Organized/Participated in the arrangements of logistics & related activities for a special advertising launch campaign (For Fine Tissues, NIKE and Paris Gallery etc.)
- Developed relations with clients, improving customer satisfaction, providing high quality on time service to the clients' requirements. Contact with the media handling the advertising.
- To build and maintain strong senior level client relationship to identify the sales opportunities to and enhance the business.

- To coordinate with the agency's creative team and media department for developing and implementing strategies.
- To communicate with the finance department to verify billings and payments

Responsibility / Sr. Sales Executive - Dubai.

- Worked with Business Development Manager to generate new clients for the organization. This includes making cold calls, presenting company profile and maintaining database.
- Achieve the sales objective by maximizing the sales.
- Lead client meetings for negotiation and closing of deals
- Strengthened account loyalty as well as solid agency relationships.
- Monitoring the progress at sites during the installation of the jobs.
- Follow up on the enquiries, rising quotations, monitoring credit situation on ensuring timely receipt of payments to ensure customer accounts are in accordance with the approved credit terms.
- Providing samples and the required technical specification to the clients
- Collaborated with art department and clients to create custom advertising.
- Identifying the prospective customers and retaining the existing clients by providing a completely satisfactory services to them
- Prepare & Monthly Sales Reports and present the Sales Forecast
- Coordinating with the team members and different departments

Responsibility / Production in - Charge & Client servicing – Abu Dhabi.

- Worked closely with clients to retain sales and consistently meet deadlines and requirement.
- Prepare Monthly Sales Reports and presenting.
- Effectively built, motivate and take the work from the operations and Sales teams
- Review customer orders and schedule production time based on workload and available materials.
- Ensure that all customer orders are completed within the required time frame.
- To supervise production staffs and schedule their working times.
- Ensure that the Quality of the finished product is as per the required standard.
- Material planning and timely execution of the projects including managing of outdoor teams for installations.
- Estimate production costs and manage purchase of the materials from the suppliers
- Conduct pre and post-convention meetings with clients and Sub contractors / Vendors / Artist / staff. Sets up event production meeting and organizes materials, reviews
- Transportation itineraries, books venues and services etc.

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Business Administration (B.B.A.)

COMPUTER SKILL'S

Working Knowledge of MS Office, Photo Shop etc.

LANGUAGES

English | Arabic | Hindi |

PERSONAL DETAIL

Marital Status | Married | Dependent: Three |

PASSPORT DETAIL

Passport Number | T2491474 | Expiry: 16/02/2029 |