



# MATHEW PHILIP

## SALES REPRESENTATIVE

Detail-oriented, efficient and organized professional with 10+ years of Experience in as Sales Representative. Possess strong analytical and problem-solving skills to effectively make sound decisions with little direction. Able to communicate effectively with a team and very keen to develop more professional skills to contribute for the growth and development of the organization.

## Contact



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## Competencies

Sales & Marketing

Time Management

Documentation

Customer Service

Problem solving

Communication

Critical Thinking

Multi task

## Computer Proficiency

- Tally
- MS Office (Word, Excel)
- Data Entry
- Email Management

## Work Experience

### SALES REPRESENTATIVE | Sep 2014 - Mar 2019

M/S Cigalah Group & Rainbow milk, Kingdom of Saudi Arabia

- Serves customers by selling products and meeting customer needs.
- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Planning different kinds of promotion and develop the business.

### SALES REPRESENTATIVE | Jul 2012 - Jun 2013

M/S Al-Marai Foods & Dairy, Kingdom of Saudi Arabia

- Work to meet all established sales targets.
- Answer questions and provide high-quality service to existing and prospective customers.
- .Provide customer-related insights and data to relevant teams and staff members.
- Coordinate and deliver presentations/quotes to prospective customers.
- Attend various sales meetings and customer appointments.

### SALES REPRESENTATIVE | Nov 2008 - Dec 2011

M/S Federal Foods LLC, Dubai, UAE

- Provide industry expertise to customers in terms of sanitation, safety, quality and operations
- Preparing daily report and submitting it to the Sales Manager.
- Contributing to the attainment of sales targets/strategies and market penetration in line with regional growth
- Servicing and maintaining Distributor and End User accounts
- Exposure to account management

## Personal Info

Date of Birth : 29/06/1985  
Marital Status : Married  
Nationality : Indian  
Religion : Christian  
Visa Status : Visit Visa

## Languages Known

English ★★★★★  
Arabic ★★★★★  
Hindi ★★★★★  
Malayalam ★★★★★

## Hobbies & Interests



Travel



Organizing &  
Arranging



Reading



Sports

**VAN SALES REPRESENTATIVE | Mar 2007 - Oct 2008**  
M/S Chanakya Enterprises, Kerala, India

- Driving a van and selling products to customers.
- Arranging the timely deliveries.
- Maintaining sales and delivery records, as well as meeting sales targets.
- Liaising with other departments to ensure optimal customer services.

## Education

**BA - Bachelor of Arts | 2004 - 2007**  
M.G University, Kerala, India

## Driving Skills

- U.A.E Driving License for Light Motor Vehicle.(2010-2020)
- Indian Driving License for 2 Wheelers, HeavyDuty Vehicles, Light Duty Motor Vehicles, Forklift & Crane.
- Holder of Valid Saudi License for Light Duty Motor Vehicles.

## Strengths

- Discretion & Diplomacy in dealing with customers / other Departments.
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Ability to work as a team member.
- Manage multiple tasks simultaneously.
- Capable of recognizing and analyzing problems and can arrive at the optimum solution.
- Positive attitude, hardworking and ability to work under pressure.

## References

Reference will be provided as per the request.