



MOHAMMED KAIF SHEIKH

Sales Coordinator/Sales Executive

My Contact

✉ kaifkamil03@gmail.com

☎ +971 56 117 0876

📍 Dubai, UAE

Personal Information

- Nationality - Indian
- Gender - Male
- Marital Status - Unmarried
- Date of Birth - 03-02-2004
- Passport No - X8835489

IT Skills

- COMPUTER BASICS
- MS OFFICE
- TALLY ERP
- DIGITAL MARKETING
- DESIGNING
- DATA ENTRY
- SOCIAL MEDIA PROMOTION
- CRM MANAGEMENT
- DOCUMENT CONTROL

Soft Skill

- OBSERVATION
- DECISION MAKING
- COMMUNICATION
- MULTI-TASKING
- TIME MANAGEMENT
- ACTIVE LISTENING
- PROBLEM SOLVING

Languages

- ENGLISH
- HINDI
- KANNADA
- URDU
- MALAYALAM
- TAMIL
- TULU

About Me

Increase sales revenue through effective client acquisition and expansion while supporting the sales team with efficient coordination and communication. Focus on building strong customer relationships, meeting sales targets, and streamlining processes to enhance overall sales performance.

Professional Experience

Pai International Electronics Pvt Ltd.

September 2022 – May 2024

Key responsibilities:

- Creating & Processing Sales Order/follow up with delivery team & sales team.
- Tracking and follow up invoices with concern department.
- Ensure to accomplish the yearly objectives set by the management.
- Prepare invoices as per pick list & credit note.
- Ensure all customer delivery requirements are completed.
- Strictly follow standard processes, procedures, and work instructions as per the company's quality management system.
- Plan workload and coordinate with team members to meet deadlines.
- Data entry for requires information to produce monthly reporting.
- Monitor and reports shortages/excess/damages if any.
- Utilize company resources to develop a filing system that keeps all active sales files available digitally and in hard copy form.
- Take the lead on organizing the resources necessary to put together high quality sales presentations.

Achievements

- Achieved 3rd place in the National Level Long Pump competition.
- Achieved 1st place in the State Level Long Pump competition and made a record.
- Participated multiple inter-college quiz competition.
- Participated in various inter-college competitions.

Educational Background

- St. Mary's University College, India.
Bachelors in commerce, Major in Business Administration, Minor in Marketing.(July 2024)
- Alva's PU College, Moodbidri, Mangalore, India.
Major in commerce, Statistics(July 2021)