



Prem Daswani

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Profile

Accomplished, energetic and a dedicated management professional with substantive sales and marketing knowledge and a solid track record (31 years) in sales. Superior customer service, merchandising/ inventory management, strong product knowledge, reliable, Team-orientated. Possess excellent communication and interpersonal skills

•Dubai Valid Driver's License

- Multilingual- **English, Hindi, Sindhi, Urdu (Conversational)**

Education

- SSC Passed from CBSE Board (Nashik)
 - HSC from BYK College (Nashik)
- Obtained a Degree in Bachelors of Commerce from BYK College Nashik

Employment Experience

Prudential International FZC, Umm Al Quwain, UAE

[Nov'16 – Till Date]

Role: Sales Manager cum Administrative Manager.

Responsibilities: -

- Handling Indoor & Outdoor Sales
- Approaching new Customers.
- Follow up for all payments from local customers.
- Handling all office work & Accounts.
- Preparing Daily Sales Report. Maintaining Stock.
- Follow Up of Outstanding Payments & Collecting Cheques/Cash

SRR Building Materials Trading Company, Sharjah, UAE

[Oct'14 - Oct'16]

Role: Sales Manager.

Responsibilities: -

- Played a key role in company reorganization, improving Merchandising strategies, and stabilized sales in a declining market by implementing new strategies in sales and built a strong team.
- Ensure a team atmosphere and positive employee relations.
- Fostered and maintained strong communication and business relations with all customers and suppliers.
- Follow Up of Outstanding Payments & Collecting Cheques/Cash.

Avenue Building Materials Trading Company, Dubai, UAE

[Sept'13 - Jul'14]

Role: Outdoor Marketing Representative

Responsibilities: -

- Handling Indoor & Outdoor Sales in Local Market.
- Looking after daily sales. Approaching new customers.
- Follow Up of Outstanding Payments & Collecting Cheques/Cash

Heritage Building Materials Trading Company, Dubai, UAE [Apr'08 - Sept'13]

Role: Outdoor Sales Executive Cum Office Administrator

Responsibilities: -

- Handling Indoor and Outdoor Sales in local market.
- Looking after daily sales. Approaching customers for new arrivals.
- Follow up of Outstanding Payments & Collecting Cheques from Local Customers

Silk Plaza Trading / U.E Fashion FZE, Dubai, UAE

[June'05 – Dec'06]

(Textiles Wholesale Division)

(Worked on Essam Trading Visa)

Role: Senior Marketing Executive

Responsibilities:

- Handling Indoor and Outdoor Sales in local as well as Gulf market.
- Looking after daily sales.
- Approaching customers for new arrivals. Follow up of Outstanding Payments from Local & Gulf customers

“Promoted as Overseas Marketing Manager (Indenting)”

Responsibilities (After Promotion): -

- Booking & Sales Manager Flying Overseas like Uganda, Nairobi, Nigeria, Abuja and Frequent Flyer to Casablanca, Morocco for promoting our fabrics in the market.
- Booking Orders by giving our presentation of our Sketches as well as samples with color ways.
- Making contract with customers when finalized. Collecting deposits.

Showing Samples of ready goods and taking orders.

Maintaining Accounts with buyers.

Carolina Trading, Dubai, UAE (Textiles Wholesale Division) [Nov'04 - May'05]
(Worked on Essam Trading Visa)

Role: Sales & Marketing Manager

Responsibilities: -

- Handling Indoor and Outdoor Sales in local market as well as Overseas Market.
- Reporting Daily Sales & Maintaining Stock. Tallying Shop Monthly Sales.
- Giving them Reports of Stock, Sales, Purchases and Outstanding Payments.

Essam Trading Co. LLC, Dubai, UAE [Nov'96 - Mar'08]
(Administration & Textiles Wholesale Division)

Role: Sales Manager cum Office Administrator

Responsibilities: -

- Handling all office work i.e., making Assortments for Suppliers, Preparing L/C, Amendments, T.T, Faxes.
- Maintaining Stock in Warehouse, Arrange Re-packing of Goods for customers, Contacting Clearing & Forwarding Agents to release goods from Airport & Seaport.
- Handling Outdoor Sales & Payments in local market as well as Gulf market

Regal Traders, Dubai, UAE [Nov'94 to May'96]
(Wholesale Textile Division)

Role: Shop In charge & Marketing Executive

Responsibilities: -

- Handling Indoor & Outdoor Sales.
- Looking after daily sales.
- Approaching customers for new arrivals.
- Follow up of Outstanding Payments from Local & Overseas customers.

Regal Traders H.O., Dubai, UAE
(Administration)

[Jan'92 to Oct'94]

Role: Office Administrator cum Import & Export In charge

Responsibilities: -

- Handling all office work i.e., Retail Outlets & Wholesale Stock Maintenance in computers & giving them monthly Reports of Stocks, Sales, Purchases & Outstanding Payments.
- Making Assortment & Indents for the booking done by Customers and forwarding the same to our suppliers.
- Typing L/C, Drafts, T.T., Releasing goods from the airport as well as exporting goods to various parts of countries.

Regal Traders, Dubai, UAE

[Sept'91 to Dec'91]

(Indoor Sales – Retail Showroom/Outlet for Textiles).

Role: Counter Sales Person

Responsibilities: -

- Handling Counter Sales, Reporting Daily Sales & Maintaining Stock.
- Coordinating with Head Office for Stock updating in computers as per the Invoices & Tallying Shop Monthly Sales.

Personal Details:

- Indian
- Male
- Date of Birth: 06-12-1970
- Married (Living with Family in Ajman)