

RAHMAN A A

Sale's & Procurement Specialist



Contact

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Nad shamma park 17a
street Rashidiya. Dubai

Hard Skills

- Proficient in Word, Excel, and PowerPoint
- Accurate and efficient data management
- Knowledgeable in Customer Relationship Management systems
- Experience in developing and executing marketing strategies
- Basic understanding of analytics and reporting tools
- Experienced with cash handling procedures and Point of Sale systems
- Skilled in generating reports and maintaining accurate documentation
- Familiar with various office systems (e.g., fax machines, printers)

Detail-oriented Procurement Officer with expertise in strategic sourcing, supplier management, and contract negotiation. Proven ability to develop cost-effective procurement strategies, reduce expenses, and enhance supply chain efficiency. Strong analytical skills and a track record of building vendor relationships to ensure timely delivery of quality goods and services.

Experience

Sales Executive

Amazon Ship Supplies

NOV 2022- Present

- Developed and implemented procurement strategies to ensure cost-effective purchasing and high-quality standards.
- Sourced and evaluated suppliers, vendors, and contractors to meet the organization's requirements.
- Negotiated terms and conditions of contracts, securing the best value for the company.
- Prepared and processed purchase orders, requisitions, and contracts following company policies.
- Monitored delivery schedules and coordinated with suppliers for timely deliveries.
- Conducted market research on industry trends, pricing, and material availability.
- Maintained accurate records of purchases, pricing, and inventory levels.
- Collaborated with internal teams to understand procurement needs and provided sourcing support.
- Resolved issues with suppliers regarding product quality, delivery timelines, and discrepancies.
- Built and maintained relationships with key suppliers and vendors for long-term partnerships.

OFFICE ADMIN AND SALES REPRESENTATIVE

Rejans Corporate Business Services, Emirates Towers, Dubai
FEB 2021-OCT 2021

- Initiated sales strategies, converted leads to potential customers, and maintained client relationships.

Soft Skills

- Customer Interaction
- Negotiation
- Interpersonal skills
- Communication skills
- Customer service
- Team work
- Organization skills
- Management skills

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

Education

Diploma in Aviation

Fly-Air Aviation Academy

Chennai India

Higher Senior Secondary Education

Trivandrum Kerala, India

- Conducted market research, updated sales reports, and collaborated with social media marketing team.
- Provided exceptional customer service, addressing queries and facilitating documentation processes.
- Utilized strong communication skills to engage with customers and optimize sales opportunities

FRONT OFFICE EXECUTIVE & AIRPORT REPRESENTATIVE

MAR 2017-JAN 2021

Somatheeram Ayurveda Beach Resort, Kerala, India

- Delivered exceptional guest service, managing inquiries and requests with professionalism.
- Facilitated VIP arrivals and maintained adherence to organizational protocols.
- Demonstrated expertise in foreign currency exchange and credit card transactions.
- Expanded knowledge of room categories and promotions to enhance customer satisfaction.
- Handled group arrivals of 40+ guests single handedly.
- Managed critical situations without affecting the reputation of the organization. Built strong customer relationships to encourage repeat business. Collaborated with team members to achieve company objectives.

CUSTOMER SERVICE REPRESENTATIVE & SALES EXECUTIVE

2011- 2015

Al Usman Cosmetics and Electronics, Kuwait

- Leveraged in-depth knowledge of products to provide tailored recommendations, enhancing customer satisfaction and driving repeat business.
- Effectively addressed customer inquiries and resolved complaints in a timely manner, contributing to a positive shopping experience and increased customer loyalty.
- Demonstrated efficiency in processing transactions, ensuring accuracy and speed to enhance overall customer service.
- Fostered a collaborative team environment by motivating colleagues, sharing best practices, and setting achievable sales targets, resulting in improved team performance and sales results.
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