

# SYED KHURSHEED



HYDERABAD, INDIA



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## PROFESSIONAL SUMMARY

To secure a creative and challenging position in a professionally managed corporate environment. A position, which will utilize my practical and theoretical, experience, knowledge and planning skills and that will provide an opportunity for professional and personal growth.

## WORK HISTORY

**Tele-sales & Assistant Van Sales Supervisor,**  
**09/2021 - 06/2023**

**Mohammed Abdallah Sharbatly Fruits, DUBAI,**  
**UAE**

- Daily Calling Customers to get orders
- Operated CRM software to manage sales activities, pipelines and teams.
- Conducted progress meetings with clients to determine new requirements.
- Maintaining good relationship with Customers
- Giving complete information of the Products & offers
- Maintains accurate record of the sales
- Handling the Needs of Salesmen team & support them to achieve the sales targets
- Updates of customer needs & their complaints to Superior
- Achieving monthly & annual targets of the sales
- Providing special offers to the customers
- Handling HHT Devices
- Daily meetings with Salesmen & about any complaints of customers
- Having proper knowledge of products

## SKILLS

- Sales strategy familiarity
- Goals and performance
- Order management
- Sales team assistance
- Systems and software programs
- Scheduling
- Effective selling techniques
- Performance evaluation
- Product and service sales
- Database Management
- Sales expertise
- Customer service
- Cold calling
- Telesales

## EDUCATION

**Diploma (Discontinue)**  
**NAWAB SHAH ALAM KHAN**  
**COLLEGE OF ENGINEERING**  
**AND TECHNOLOGY**

**INTERMEDIATE, 2014**  
**Boys Junior College**

**SECONDARY SCHOOL**  
**EDUCATION, 2012**  
**BOYS HIGH SCHOOL - INDIA**

- Solving Issues of Invoices by Co ordinating with IT Team
- Finding new customers

#### **Outlet Supervisor, 01/2018 - 01/2021**

##### **IDEA CELLULAR LIMITED**

- Maintains records of Employee particulars
- Maintains list of purchased & sales of books
- Maintains salary records
- Regular follow-up with all salesmen and their duties
- Maintaining all data of employees and their work
- Maintain good management of the Staff and Responsible for Personality, overall development of the Sales
- Maintaining the Outlet activities and Supervising the Staff works.

#### **Team Leader, 01/2016 - 01/2018**

##### **Idea Cellular Limited**

- Support Sales Executives in Sales related Activities
- Coordinating with the Employees & Executives
- Planning & organizing the work in a systematic way
- Helping the Executives in Achieving Sale Targets
- Maintains salary records
- Taking part in Training & Development Programs Conducted to New Staff
- Handled Social Media Marketing
- Making calls to the Customer about New Promotions of Product
- Conducting meetings with Customer on daily basis
- Making Plans for The Promotion of Production
- Interacting with Merchants and Make Sure Promotions Display

## **PERSONAL DETAILS**

#### **Date of Birth / Age:**

21/08/1995

#### **Nationality:** INDIAN

#### **Marital Status:** Single

#### **Visa Status:** VISIT VISA

#### **Passport:** R0144315

UAE DL : 4634867

## **COMPUTER SKILLS**

### **PROFICIENCY IN MS OFFICE**

## **LANGUAGES**

#### **ENGLISH**

#### **HINDI**

#### **TELUGU**

#### **URDU**

- Daily Follow-Up with Marketing Manager & Sales Manager

**Customer Support Executive, 01/2014 - 01/2016**  
**Idea Cellular Limited**

- Daily Calling and meeting customers to make sure they are satisfied with our Services
- Maintaining good relationship with Customers
- Giving complete information of the Products & offers
- Maintains accurate record of the sales
- Handling the Needs of Sales team & support them to achieve the sales targets
- Daily meetings with Salesmen & about any complaints of customers
- Updates of customer needs & their complaints to Superior
- Achieving monthly & annual targets of the sales
- Providing special offers to the customers
- Having a complete market knowledge
- Solving the problems of Customers & Executing them in a proper way.