

COVER LETTER

Dear Sir,

I am writing to express my interest in a position within your organization in the areas of Business Development, Sales & Marketing. I believe that my proven organizational skills, people skills, and strong work ethic make me a trustworthy and dependable addition to any team.

With over 11 years of experience in the well-known manufacturing industry in the UAE, I am confident that I can contribute significantly to your organization's growth prospects. I take pride in my straightforward approach to service and my ability to communicate effectively with management and colleagues at all levels.

Additionally, my extensive volunteer experience demonstrates my commitment to helping others.

Please find attached my resume for further details on my experience and accomplishments. I am excited about the opportunity to join your esteemed organization and am looking forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

Miraj Khalid UAE

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CURRICULUM VITAE



MIRAJ KHALID

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SALES & MARKETING / BUSINESS DEVELOPMENT

⇒ **Objective:** A growth oriented position in a professionally managed organization, which provides opportunities for development and to contribute toward organization success. Keep focus on quality of work and work force.

PROFESSIONAL ABRIDGEMENT

- Develop and implement marketing strategies.
- planning to achieve the sales targets quarterly as per project prospects.
- Taking full responsibility of the projects starting form tender to Job in hand, follow up, target the key persons who are dealing in our products from client and get the contract. Make sure involvement in all the process until project awarded and successfully finished.
- Target the market as per job in hand projects.
- Dealing with consultants and proposed the specification solutions.
- Coordination with architect on design stage.
- Completion the project in high pressure.
- Design and monitor the sales activities implemented through sales teams.
- Coordinate and resolve daily discrepancies reported on helpdesk with concern vendors.
- Liaise with relevant cross-discipline groups to resolve partner issues and ensure profitability of the account.
- Assist team members with the execution of marketing and incentive initiatives with respect to Manpower industry related accounts.
- Provide feedback to the MD, Market Intermediaries on the success of the overall strategy.
- Establish strong partnerships between field and corporate by maintaining a productive dialog and exchange of ideas.
- Maintain an owner follow-up system that encourages repeat and referral business and contributes to customer satisfaction.
- Review and analyze actions at the end of each day, week, month, and year to determine how to better use time, and plan more effectively.

AREAS OF EXPERTISE

- Business Planning, Development,
- Implementation and Deployment,
- Good Communication & interpersonal skills
- Presentation skills
- Batter understanding of Projects & execution.

FUNCTIONAL SKILLS

- **Specification is the key to play and get the results.....**
- Establish the goals that are consistent with dealership standards of productivity, and devise a strategy to meet those goals.
- Report to the general manager regarding objectives, planned activities, reviews and analyses.

- Attend sales meetings.
- Maintain an follow-up system that encourages repeat and referral business and contributes to customer satisfaction.
- Maintain a prospect development system that includes a group of prospect locators and sales associates.
- Review and analyze actions at the end of each day, week, month, and year to determine how to better use time, and plan more effectively.
- understand the terminology of the steel business and keep abreast of technological changes in the product.
- planning to achieve the sales targets quarterly as per project prospects.
- Full responsibilities of project start from tender stage till execute the project & recover the full payments.
- Report to the general sales manager regarding objectives, planned activities, reviews and analyses

CAREER HISTORY

- **Company: Rimal international LLC. UAE (Al kuhlaimi Group)**
- **Job Title: Serior sales executive.**
- **Tenure: Dec 2010 to 2022**

Al Kuhlaimi Metal industries is recognized as a leading supplier & *manufacturer of steel doors and frames fire rated and non fire rated, rolling shutters, access panels , sliding doors, blast doors, & supplier of ironmongery* in the GCC. It offers the product as well as the design, manufacture and installation of *steel products*. They have good market share and as I have been mentioned in ACHIEVEMENTS the projects I have been done but the projects list is to long if I talk about collectively. I am working as sales engineer handling the projects in UAE specially Dubai and Abu Dhabi. Major responsibilities to follow the projects from tender stage , study the projects from the beginning , Meeting with contractors, Meeting with consultants. Study the projects & it's all aspects. when I started with this company the market was not at their peak but proper market study and product knowledge make thing easier to achieve the goals. As well as specialization is concerned , basically steel doors and frames , Blast resistance doors, rolling shutters, Hardware and any steel products manufacture in factory. Rimal have training programs for their team to update the new developments.

Job Responsibilities:

- Make Industry Contacts with Influencers like PMC companies, Builders, Contractors, Interior Designers and Architects to position company`s materials as products of choice.
- Increase sales by increasing client and customer base with proper segmentation per market.
- Following up new job in hand projects and setting up meetings.
- Attend and represent in Trade Shows, Builder Meets, Exhibitions in the Building Material and Interior Verticals.
- Planning and preparing presentations.
- Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
- Meeting the sales targets of the organization through effective planning and budgeting.
- Visit and maintain good working relationship with all customers, clients and Business associates.
- Develop and maintain good working relationship with all customers, clients and Business associates.
- Closing orders and achieving sales and gross profit targets through price management and effective negotiation.
- Commercial Offer Preparation as per the requirements of the customers and periodic reviews of offers.
- Interacting with Customers regarding technical and commercial solution and develop strong customer relationships at all levels (Engineers, technical experts, purchasing managers, and senior management).

Company: Pak Suzuki Motor company (PS- Pakistan)

Job Title: Sales Executive

Tenure: Jan 2002 to 2004

Pak Suzuki Motor Company is recognized as a leading supplier of cars and spare parts in the Pakistan. It offers the Suzuki products in the market and having overall progress in automobile sector in Pakistan region.

Working as sales executive in showroom. Started in 2002 till 2004. My duties were handle the customers and fleet sales , corporate clients, meeting with company owners & brief them about products and services have been offered from Suzuki motor company.

EDUCATION

Bachelore Degree

ACHIEVEMENTS

List of completed and fully executed Big projects by Mr. Miraj Khalid in Abu Dhabi, Dubai, Fujairah (UAE),

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|--|--|
| ○ Nation tower | Abu Dhabi future school (Al ain) |
| ○ Adnoc HQ project (Green building) | Shah sulpher project (Ruwais) |
| ○ Adnoc underground car park. (Green building) | Military projects in Abu Dhabi. (Blast doors) |
| ○ Saraya 1 & 2 | Danat al emirate hospital. |
| ○ President palace. | Civil military projects in zaid city (Blast doors) |
| ○ City of lights | |
| ○ Abu Dhabi future school project | Midfield Terminal international Airport Abu Dhabi. |

List of completed and fully executed Projects in Dubai (UAE)

- Concord hotel.
- Sp321 Dubai airport.
- Sp333 Dubai airport.
- Sp 326 Dubai Airport.
- Sp335 Dubai Airport.
- Muraqbat development project.

Many in Negotiation stage & pipeline.

Project in Fujairah

- Novotel hotel ibis apartments
- CMW projects.

PERSONAL INFORMATION

- ◆ **Date of Birth:** 17 April 1988
- ◆ **Marital Status:** married
- ◆ **Linguistic Skills:** English , Arabic, Urdu, Hindi.
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