



**NAJMAL
JALEEL**

najmal.naju2006@gmail.com

+974 7066 9902

Mathar Khadeem

NajmalJaleel



❖ PROFESSIONAL SUMMARY

A highly motivated, confident with exceptional multi-tasking and organizational skills. Having extensive experience of identifying the needs of corporate customers and of running and delivering sales, admin and marketing campaigns for key clients. Possessing a significant record of achievement in purchase and sales management and able to quickly understand the mission, vision and values of an organization.

❖ EDUCATION

- 2010: M.B.A. from School Of Management Studies, Anna University, Coimbatore-INDIA.
- 2008: Bachelor in commerce from Al-Ameen College, Mahatma Gandhi University.
- 2005: 12th from Darul-uloom School, Higher Secondary, government of INDIA
- 2003: 10th from Edappally School, Kerala state Board, Government of Kerala.

❖ EXPERIENCE

QATAR COMPUTER SERVICE - QATAR

DEPARTMENT : OKI CONSUMABLES

POSITION : SALES EXECUTIVE (KEY ACCOUNT)

DURATION : 16 SEPTEMBER 2018 – TILL DATE

- Generate sales quotes for new consumables and small part sales with responsibilities of securing PO's and completing the bookings process and prepare consumables usage reports.
- Procedure, process and arrange shipment of consumable orders received via web, phone, email and fax.
- Responsible for tracking all consumable orders to ensure prompt/ accurate deliveries to customers.
- Work Cross-functionally and collaboratively with Help Desk, Field/Sales Development, IT and Finance.
- Manage Consumable customer Phone line and phone requests that come through the Help Desk.
- Responsible for managing and maintaining the Consumables Website via customer account set up, pricing revisions, customer messaging.
- Ensuring that all factory consumables purchases are ordered and delivered on time.
- Monitoring of delivery schedules and immediate follow-up on overdue and delayed orders
- Work collaboratively with billing to help remedy any collection issues/concerns related to consumables.
- Participate in process improvement initiatives to continuously improve the Consumables Channel.
- Achieve monthly, quarterly, and annual product sales goals set for the territory.
- Ensure the integrity of data is accurate and representative of current customer base.
- Coordinate product demos, installs, and customer training when required.
- Actively engage in ensuring a safe working environment for all associates.

OLYMPIC SPORTS - QATAR

DEPARTMENT : SPORTS AND EQUIPMENT'S

POSITION : CORPORATE SALES/ADMINISTRATION MANAGER (KEY ACCOUNT)

DURATION : 16 MAY 2012 – 15 JULY 2018

- Verifying & Approving the quotations and LPO's for corporate companies like Qatar Petroleum, Aspire Academy, Ministry of Interior, Qatar Armed forces, Qatar Gas, Aspire Logistics, Sheraton Hotels, Qatar Foundation, Qatar Rail-Joint Venture like ALYSJ, ISG, QDVC trading companies, stadiums and federations etc.
- Implementing of SAP –Discussing about blue print.
- Great problem-solving and analytical skills that come in handy to interpret sales performance and market trends.
- Researching and identifying sales opportunity, generating leads, target identification and classification
- Reaching out to new customers and making presentations or pitches outlining the benefits of product/ services.
- Understanding the client requirements and then customizing the product/ services as per their needs
- Maintaining relationship with all potential and existing clients
- Ensuring proper servicing and after sales support to clients.
- Supported CEO in personal document management, calendar organization and collateral preparation for meetings.
- Gathered personnel records from all employees from each department and evaluated timecards for accuracy on the regular and overtime hours.
- Develop, build, and manage a client base of corporate accounts and record all files.
- Data reporting to management and gathering market intelligence
- Oversee the sales process at each stage from quote to purchasing to fulfillment and follow up
- Follow up on leads generated through retail stores, research and promotional events
- Work with the Marketing Dept. to develop and execute Corporate Sales initiatives and prospect new clients via sales calls, direct mail, email and networking events
- Work with suppliers to secure opportunity buys and availability of products and coordinate product logo placement with contractors to meet the client's specifications
- Analyze sales trends, track unit sales, and generate gross margin reports
- Managing the procurement supplier relationships for the company.
- Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
- Purchase and issue order in accordance to specification.
- Plans and manage inventory levels of materials or products.
- Source for new parts, suppliers or sub-contractors when the need arises.
- Monitor and co-ordinate for deliveries of items



NORTH GATE ARINSO, INFO PARK, COCHIN-INDIA

DEPARTMENT : ADMINISTRATION

POSITION : HR ADMINISTRATION

DURATION : 15 NOV 2010 – 27 APRIL 2012

- Develop, coordinate and deliver training modules as required. Advising on change and improvements within the organization
- Supporting the client for their training activities.
- Ensuring all HR administrative records are updated and maintained. Advising managers on staff development.
- Generation of various kinds of report for the L&Ds and top management of the client.
- Training new recruits assigning work and monitoring their work for correctness and quality.
- General administration duties and supporting the team leads in official duties.
- Blended support (Voice and Non voice) to the managers in the client company.
- Supervising the work of office juniors and assigning work for them.
- Building effective relationships with trade union representatives.
- Providing HR support, guidance and expert advice to colleagues and managers.

❖ PERSONAL SKILLS

- Effective team player and can work independently.
- Customer Oriented.
- Strong communication, organization & interpersonal skills.
- Flexibility and adaptability.
- Problem-Solving and work under pressure.
- Reliable and highly committed.

❖ CONTACT DETAILS

Date of Birth : 02/12/1986
Sex : Male
Linguistic Ability : English, Hindi, Tamil and Malayalam
Religion : Islam
Blood Group : A positive
Nationality : Indian
Marital Status : Married
Passport No : P6214149
Driving License : Available
Visa status : Transferable with NOC

❖ REFERENCE

- **Company : Olympic Sports**
 - Name : Mr. Kapil
 - Position : Logistic/Procurement Manager
 - Tel : +974 5520 8194
 - Email : kapil@olympicsp.com

- **Company : Qatar Computer Service**
 - Name : Mr. Issa Bitar
 - Position : Senior Manager
 - Tel : +974 55263625/ 441911151
 - Email : issabitar@qcs-qatar.com

- **Company : Qatar Computer Service**
 - Name : Mr. Sadasivam Swaminathan
 - Position : Manager – Printing Solution
 - Tel : +974 74732689/ 44191144
 - Email : sada@qcs-qatar.com

- **Company : Qatar Computer Service**
 - Name : Mr. Muhammed Ifraz Farook
 - Position : OKI Client Development Manager
 - Tel : +974 33239356/ 44191127
 - Email : ifraz@qcs-qatar.com