CV

Abdul Sayeed Khan

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Work experience in India, Malaysia, Thailand, Singapore, Saudi Arabia and Qatar.

(As a Marketing Manager, Procurement Manager and Business Development Manager, International Marketing for Export Steel in Petrochemicals, Gas and Oil, FMCG, Ingredients of spices and herbs (Chemicals) by SCFE CO2 technology.)

Export of Extracts of Spices & Herbs (Essential Oils) - International Marketing - (Industries including Flavors, Fragrances, Cosmetic, Personal care, Medical, Nutritional, Seasoning, Food,Bakery, Aromatherapy, Perfumery, Herbal and Pharmaceuticals).

1. **Goldshield Healthcare Pvt. Ltd. (2008) USA & UK Shift**. (Sold Pharma Product in USA/UK)
2. **Silgate Solutions Ltd. (2007) (Night Shift USA) – Mumbai.**

Current: Basmati Rice, Spices and Essential Oils export to GCC Countries.

(Self-Lead Maker)

EDUCATIONAL:

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**University**

**Bachelor of Science (B.Sc.)- Chemistry and Biology – Grade “A”**

**IGNOU–(Lucknow Christian College)**

**DCA (PG Diploma in Management and IT)**

**CSI-Lucknow**

**Certificate Course in – Oracle (SQL- 7.2)**

**Worked on Zoho CRM, SAP (SD), SEO, E-commerce, Digital Marketing, Photoshop.**

**ISO – Worked under different ISO Standards., National/ international.**

**Training: Phytochemistry, Food Technology.**

### PERSONAL:

**Date of Birth** **:**10 March, 1972

**Marital Status :** Married

**Nationality :**Indian

**Languages Known**: : English, Hindi, Malaysian (Bhasa Malayu), Indonasian,

Arabic and Urdu.

**Employment History**

**(6)**

**Ozone Naturals – (Fareedabad Harayna– India)**

**(September 1st, 2018 )**

Title**: Sales & Business Development Manager – Export –International Marketing**

Company: **Ozone Naturals – Manufacturer of Essential Oils of Spices & Herbs by SCFE CO2 Technology.**

Report to: Director

**Duties:-**

* To Handles End to End exports Cycle, including co-ordination with plants.
* To Explore and appoint Distributor/dealer/agents globally.
* Build, Guide and support Agent/Distributor/dealers for generating sales by providing them details of product.
* Formulation of strategy for increasing market share in respective markets.
* Understanding Global Certification requirement and updating on the same to technical team
* **Coordinating with production team for increasing dispatches.**
* New Market / Application Development for business growth.
* Sales analysis and corrective actions to meet sales goals.
* Carry out sales promotion activities. Manage exhibitions
* Presentation to new customers on new products.
* Organizing seminars and customer/retail/dealer meets.
* Monitor competition activities and give timely feedback to management
* Device sales and marketing strategy for each of the company's product
* Identify training needs of Dealer/Distributor/Agent
* **International Business.**
* Strategically and translate strategy into actionable business plans.
* **Received Bulk PO from: Asutralia, Singapore & Indonesia etc.**
* Strong skills in marketing and an interest in keeping up with the latest food industry trends & developments
* Team player and collaborator and can also work independently on initiatives
* Fexible, responsive and can perform under pressure and deadlines
* Ability to thrive in high-performance environments
* On demand of client represent chemical analysis reports- **COAs, MSDS, GCMS, report to clients from QC**
* **Provide certification from QA.**
* Making new Blendz like Briyani Masala, Tea Masala etc.
* **Having Sound Database of International Purchaser of essential Oils.**
* Give Complete Assitance to QA Department and Auditors to audit for International certification like MUI HALAL certificate for Indonesia and Kosher for Europe and others.
* Formulation of Food blends. E.g.: - Biryanis Masala, Chicken Curry Masala.
* Give guidelines to Telemarketing Department.

**(1)**

**Based at: Saudi Arabia, Riyadh and Jeddah – (2) Years**

**(Aug 1999 to July 2001)**

Title: Sales Executive

Company: **Safari Co.Ltd. (SKODA)**

Report to: Sales Manager

Safari Co.Ltd is Saudi based company which has a lot of projects like maintenance of Jeddah airport, Safari Electronics, Safari Motors and travels. I was working in Motors Department, as a sales person for cars of **SEAT and SKODA.**

**Responsibilities:**

1 Overall management of the showroom.   
2 Sales target achievement from the showroom   
3 Handling walk in customers.   
4 Strategizing for increasing customer walk-ins.   
5 Updating of the Showroom stock and display regularly  
6 Handling customer queries and leads.  
7 Interdepartmental coordination for closure of sales.

8 Attached with sales manager to help him regarding sales documentation.

9 Making computerized records of sales documents.

10Handling all correspondence and organizing contacts between the sales executives and their customers

11 Maintaining customer records

12 Keeping records of visits and sales

13 Taking, progressing and monitoring orders

14 Processing invoices and accounts

15 Preparing estimates and quotations for customers

16 Keeping records of sales targets and actual figures and compiling them into reports for management.

**Warranty Claim Processing for SKODA**

1-Processing all warranty paperwork to ensure proper documentation and verifying criteria required by SKODA at Germany.

2-Keeping abreast of all recalls and announcements.

3-Arranging for parts to be shipped to the CPD and resubmitting all rejected claims promptly.

4-Assisting with body shop warranty claims and following up on outstanding claims.

5-Reconciling all warranty receivables and working with the accounting department to obtain payments or Claimed Parts.

6-Keeping track of all warranty parts by noting the repair order number, date of replacement and date on which part may be disposed.

7- Maintaining all service and customer records as required by the warrantor.

**(2)**

**Based at: Malaysia, Kuala Lumpur – (5) Years**

**(July 2002 to November 2007)**

Title: Sales Manager

Company: **KL Construction & Engineering Co**.

Report to: Sales Director – (Mr. Ameng Tan)

1. **FMCG Products**:

**Processed foods**: Cheese products, cereals, and boxed pasta

**Prepared meals**: Ready-to-eat meals

**Beverages:** Bottled water, energy drinks, and juices

**Baked goods**: Cookies, croissants, and bagels

**Fresh, frozen foods, and dry goods**: Fruits, vegetables, frozen peas and carrots, and raisins and nuts

**Medicines:** Aspirin, pain relievers, and other medication that can be purchased without a prescription

**Cleaning products:** Baking soda, oven cleaner, and window and glass cleaner

**Cosmetics and toiletries:** Hair care products, concealers, toothpaste, and soap

**Office supplies:** Pens, pencils, and markers

**Buyer:** Mydin Mohamed Holdings Berhad, 7-Eleven Malaysia Sdn. Bhd- (Japanese-American international chain), Quick & Easy Convenience Store, [Carrefour](https://en.wikipedia.org/wiki/Carrefour), SOGO and local stores.

1. **Construction Materials**:

Company Sales Building Materials as well as involved in getting contract of construction work.

Most Circulating item are Green Mesh 2x50,3x50, Power Tools of drilling like AEG, MAKITA, BOSH, Traffic Cones,

Safety Belt, Traffic Hand Light, Commercial Plywood, Cotton Rag, Sand Paper**.** Spanners and all hardware items as required by Companies.

**Responsibilities:**

1Outdoor Sales and get contract with Engineering Companies.  
2 Generating Daily, Weekly, Monthly reports.

3 Develops and Implements an overall marketing strategy for company products, including pricing policies, packaging and advertising policies.

4 Maintains Relations with Customers and Purchase Manager/Officer.

5 Maintains accurate records of all pricings, sales, and activity reports submitted by Account Executives.

6 Inventories Periodically.

**(3)**

**Al Ghani Property Dealer– Lucknow (March 2008 – 2010 November)**

Title**: Business Developing Manager (Marketing & Procurement)**

Company: **Lucknow India**

Report to: Owner

Where I worked as a supplier of building materials to Private as well as in Government Sectors, like Surface finishing materials (Boards, Ceramic tiles, Carpet, Wall papers, Paint, Wood), Metals(Wire Rope Cables, Iron Sheets, Steel beam) Openings (Doors and Windows), Sanitary Tiles, Metal fabrication(Stairway, Ladder, Railings). Dealing in Real State.

**(4)**

**Chemtech Alloys Pvt. Ltd – Mumbai**

**(December 2010 –July 2014)**

Title**: International Marketing Manager - Export**

Company:**ChemtechAlloys Pvt. Ltd. (Mumbai)**

Report to: Director.

Since 2010 December I worked in **Chemtech Alloys Pvt. Ltd.** where I was working as a Marketing Manager of Steel**(Pipe, Fittings, Plates and Flanges**) to Private as well as in Government Sectors in gulf countries.

I was in Qatar for Marketing of Steel in 2013 September. Only in 15 days I met more than 30 Procurement Managers of different companies in Qatar( Petrofac, Petro serve, Med gulf, Pipestech, Doha Project, Pipelines, Qtech, Q-Con.Kentz, Al Jaber, HBKetc) and got result.

**(5)**

**Buram Trading WLL – Doha, Qatar**

**(October 2014 to 2017)**

Title**: GM**

Company:**Buram Trading WLL**

Report to: Director. (Mr. Najeeb)

**Handeling Team of more than 125 persons in different departments. ( Sales & Marketing, Finance, QA, QC, Logestic, & Production.)**

**Duties: -**

-Discover the most profitable suppliers and initiate business partnerships

-Negotiate with external vendors to secure the most advantageous terms

-Approve the ordering of necessary goods and services

-Finalize details of orders and deliveries

-Examine and re-evaluate existing contracts.

**FMCG: (Purchase and Supply)**

**Food Material (Especially Rice – Basmati & Sona Masoori from India), Pulse Items, Spices Items**

**Bakery Items, OIL ITEMS, PASTA AND MACARONA ITEMS, CAKE DECORE AND JUICE, CHARCOAL ITEMS, TISSUES and Water - Purchase and Supply. Supply to WHOLE SELLER, TRADERS, SUPER MARKETS, SHOPPING MALLS, MINI MARKETS, BAKALAS AND STAR HOTELS**.

*Household* Products, Oral Care, Skin Care, Hair Care, Cosmetics, Dairy Products, Bakery Products**.**

**Duties: -**

1 Maintaining and increasing sales of company.  
2 Reaching the targets and goals set for area (Traders, Whole sellers, Retailers and Distributors)  
3 Establishing, maintaining and expanding customer base  
Servicing the needs of new and existing customers  
4 Increasing business opportunities through various routes to market  
5 Setting sales targets for individual reps and team as a whole  
6 Allocating areas to sales representatives  
7 Developing sales strategies and setting targets  
8 Monitoring team's performance and motivating them to reach targets  
9 Compiling and analyzing sales figures

10 Setting Budgets for Increasing Business.

**: Work in American and UK Companies only as Part time:**

**Experience (International Companies) USA /UK (2008) - Mumbai**

1. **Goldshield Healthcare Pvt. Ltd. (2008) USA & UK Shift**. (Sell Pharma Product in USA/UK)

**Roles & Responsibilities:**

* Greet customers in a courteous, friendly, and professional manner using agreed-upon procedures.
* Clarify customer requirements; probe for and confirm understanding of requirements or problems.
* Opens the customer account by recording account information.
* Prepare reports by collecting feedback from customers.
* Attracts potential customers by providing knowledge about the product and services according to their needs.

1. **Silgate Solutions Ltd.( Night Shift USA) – Mumbai (2007)**

**Process Outsourcing Services Include:**

|  |  |  |
| --- | --- | --- |
|  |  | Finance and Accounting Services |
|  |  | Debt Collection & Restructuring |
|  |  | **Business Lead Generation** |
|  |  | Payroll Administration and Processing |
|  |  | Insurance and Mortgage Processing Services |
|  |  | Database Management Services |
|  |  |  |

**Note:** For both above companies Offer letter and appointment letter available.

**Core Responsibilities of My Jobs as Mentioned: -**

**Design, implement and facilitate annual Sales & marketing plan for the organization.  
Support and facilitate development and implementation of Sales & marketing plans.  
Plan and administer the company’s Marketing budget and keep cost control.  
Translate visions into a local market context, plan practical activity and make sure those plans are executed flawlessly.  
Create exciting and compelling visions for the brands and develop plans across the full marketing mix. It includes brand communications, innovation and channel-specific propositions.  
Customize materials according to specific market or customer requirements.  
Develop promotion materials and distribution.  
A large part of this role will be focused on unlocking new business opportunities, to accelerate growth.  
Plan and initiate internal workshops to train the sales & marketing team.  
Experience with bringing new innovations to launch, from concept to market readiness.   
Responsible for public relation efforts.  
Competitor Information & Activities.  
Target Group for Product & Acceptability.  
Customer/Retailer/Distributor meets/Incentive/Gifts - promotional activities  
Organizing complete set up in case of client group meeting foreign travel.  
Connection with external vendors and consultants.  
Build and develop a marketing team which is competent, commercially astute, dedicated and efficient.**

**Focus on increase new customers and retain the existing club customers / Dealers.  
Manage day to day activity with Media, Press and marketing communication agencies.  
Focus on the Branding principles and tactics through multimedia and advertisements.  
Accountability for marketing and branding activities and facilitator for Top Line and Bottom line brand performance.**

With regards,

**(Abdul Sayeed Khan)**