



SHAMEEM M

SALES EXECUTIVE

+971 529162306 mpshameemdx@gmail.com UAE

EDUCATION

2006 **SSLC**

- Farook English Medium Higher Secondary School, Kottakkal, Kerala, India

TECHNICAL QUALIFICATION

- **Windows Basic Application | 2007**
 - National Institute for Information Technology (NIIT), Shift India

PROFESSIONAL SKILLS

- Route Planning & Optimization
- Traffic & Safety Regulations
- Sales & Business Development
- B2B & B2C Sales
- Customer Relationship Management
- Retail & FMCG Sales
- Logistics & Supply Chain Management
- Order Processing
- Inventory Control
- Data Entry
- Record Management
- CRM & ERP Software
- ORACLE (Global Deal Management Tool)

COMPUTER PROFICIENCY

Windows ★★★★★
Internet & Email ★★★★★

PROFESSIONAL SUMMARY

Results-driven professional with over 12 years of experience in sales, marketing, customer service, and logistics across multiple industries. Proven ability to exceed sales targets, build client relationships, and ensure timely deliveries. Skilled in optimizing operations, executing marketing campaigns, and providing exceptional customer service. Strong communicator with excellent organizational and negotiation skills, focused on driving business growth and efficiency.

SKILLS

Goal oriented Detail oriented Time management Leadership
Organization skills Quality Improvement Interpersonal ability
Attention to Detail Communication Adaptability and Flexibility

WORK EXPERIENCE

DELIVERY BOY | 2022 - Present **UNITY 3PL SERVICES PRIVATE LIMITED**

KEY RESPONSIBILITIES

- Ensuring timely and accurate delivery of goods to customers.
- Optimizing delivery routes to maximize efficiency and minimize delays.
- Maintaining excellent customer service and professionalism during deliveries.
- Conducting routine vehicle checks and reporting maintenance needs.
- Handling returns and exchanges efficiently per company policies.

SALES EXECUTIVE | 2021 – 2022 **CLASSIC SCOBIKES COCHIN LLP, INDIA**

KEY RESPONSIBILITIES

- Assisted customers in selecting and purchasing two-wheelers based on their needs.
- Managed customer inquiries, test drives & after-sales follow-ups.
- Maintained detailed records of sales transactions and customer preferences.
- Collaborated with marketing teams to drive promotional campaigns.

SALES EXECUTIVE | 2019 – 2021 **B FRESH FOOD STUFF, DUBAI, UAE**

KEY RESPONSIBILITIES

- Promoted and sold food products to retail and wholesale clients.
- Built & maintained strong relationships with existing and new customers.
- Negotiated pricing and contracts to maximize revenue and market share.
- Monitored market trends & competitor activities to refine sales strategies.

DRIVING LICENSE DETAILS

Holder of valid **UAE** Light Vehicle
Driving License

License No. : 1420595
Date of Issue : 21/04/2009
Place of Issue : Dubai
Date of Expiry : 21/05/2026

Holder of valid **Indian** Driving
License

License No. : 65/4232/2011
Date of Issue : 03/11/2011
Place of Issue : Tirur
Date of Expiry : 02/11/2031
Badge No. : 55/196/2019

PERSONAL DETAILS

Gender : Male
Date of Birth : 10/10/1988
Nationality : Indian

PASSPORT DETAILS

Passport No. : S3052586
Date of expiry : 19/02/2028
Place of Issue : Malappuram

LANGUAGES

English	100 %
Malayalam	100 %
Hindi	85 %
Tamil	85 %
Arabic	70 %
Urdu	70 %

INTERESTS

			
Songs	Travelling	Reading	Movies

REFERENCE

- Available upon request

MARKETING EXECUTIVE | 2016 – 2018

ENDIVE ADVERTISEMENT, DUBAI, UAE

KEY RESPONSIBILITIES

- Designed & executed marketing campaigns to boost brand presence.
- Negotiated advertising contracts and managed client accounts effectively.
- Coordinated with media outlets for ad placements and promotional events.
- Conducted competitor analysis to enhance marketing strategies.

SALES EXECUTIVE | 2015 – 2016

CLASSIC HYUNDAI, MALAPPURAM, INDIA

KEY RESPONSIBILITIES

- Provided excellent customer service and guided clients through vehicle purchases.
- Achieved and exceeded monthly sales targets through effective client engagement.
- Conducted test drives and explained car features to potential buyers.
- Maintained customer records and followed up for future sales opportunities.

BUSINESS PROMOTER & SALES EXECUTIVE | 2012 – 2014

JANATHA ENTERPRISES, CHENNAI, INDIA

KEY RESPONSIBILITIES

- Developed & implemented sales strategies to enhance brand awareness.
- Engaged with potential clients to drive business growth and expand market reach.
- Conducted market research to identify emerging business opportunities.
- Managed customer relationships and ensured high satisfaction levels.

OFFICE EXECUTIVE – DATA OPERATIONS & ORGANIZER | 2008 – 2012

CENTURY EXPRESS COURIER SERVICE, DUBAI, UAE

KEY RESPONSIBILITIES

- Managed data entry, processing & record-keeping for courier operations.
- Organized and maintained shipment records for seamless logistics coordination.
- Assisted in tracking & resolving customer inquiries regarding shipments.
- Collaborated with teams to optimize workflow and improve efficiency.

PERSONAL STRENGTHS

- **RESILIENCE & WORK UNDER PRESSURE** – Thrives in fast-paced environments and handles challenges effectively.
- **NEGOTIATION & PERSUASION SKILLS** – Strong ability to influence decisions and close deals successfully.
- **POSITIVE & PROFESSIONAL ATTITUDE** – Maintains enthusiasm, professionalism, and a solution-focused.
- **CUSTOMER-CENTRIC APPROACH** – Dedicated to delivering excellent service and ensuring customer satisfaction.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SHAMEEM M