



Rayees Abdul Mutalib

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Dear Sir,

I learnt through reliable sources about job vacancies available for sales and customer support position in your logistics Division, I am pleased to apply for the position and would like to furnish my details as below.

Introduction:

I have a total of 14 years' experience in Automobile industry, including 4 years in Bahrain. Have been honored Bachelor's degree in Business Management. I have exposure and hands on experience in handling major brands like Toyota, General Motors, Tata Motors, Hyundai Nissan and TVS Motors.

Career objective:

I am looking forward to broadening my scope of work into sales and Marketing of Auto motives and to work in challenging and professional environment and to make best use of my knowledge and skill to achieve personal and corporate objectives by utilizing the available company resources. I have this vision that I can deliver the desired results for the set goals and focus on my growth in Hierarchy level.

Why should I be considered?

I have the necessary educational background in Business Management, and have hardcore direct selling experience with world renowned Automotive Brands with various roles and responsibilities which have been successfully handled with appreciations.

I hereby submit my resume along with, for your kind perusal and eagerly look forward to hearing from you at the earliest.

Thanking you in anticipation.

Yours truly,

Rayees Abdul Mutalib.

Education & Experience:

- Bachelors in Business Management with specialized and Marketing with 2 years in Fleet sales in Automobile company
- Flair for selling
- Passion for meeting targets

Areas of expertise:

Functional

Sales &Marketing
Decision Making
Man Management

Behavioral

Rapport Building
Customer Satisfaction
Punctuality and leadership.

Markets worked

India and Kingdom of Bahrain

Product handled

Hyundai, Nissan, Toyota, TVS Motors,
General Motors

Diligence Transport and Freight Broker LLC.

Position: BDM & Operations.

Since January 2022 till date.

Responsible for getting retail Business for the company
Meeting clients and giving them details and getting the business
Meeting deadlines for cargo deliveries and shipment cut off by time Management
Arranging outsourcing Transport in case of immediate shipment
Making Passes and tokens for compliance with the DP world for Transport vehicles.
Capturing Market for the development of the company and bringing in new business and clients.

Sona TVS

Authorized dealer for TVS two wheeler products.

Position: Sales Manager

Responsible for getting business through customer walk-ins and corporate Companies.

Period of work: Since October 2020 to December 2021

- To ensure the vehicles are sold on the basis of features and merits without discounting the brand. Constantly enhancing the image of the company in the eyes of Customer
- To ensure to update the customer data base in to the company's system. Utilise the database to enhance the referrals and sales
- To maintain good product knowledge and information about the competition models features, and utilize such information to enhance the sales conversion ratio.

Car Zone Auto centre :

Used Multi brand car sales showroom, Bahrain

Position: Showroom and Field Sales Executive

Responsible for getting business through customer walk-ins and corporate Companies.

Period of work: Since June 2016 to 2020

- To achieve monthly individual sales targets set by the General Manager
- To ensure daily prospecting or customer visits made as per the standards set by the department
- To qualify the customer requirement and submit the quotation accordingly as per the company guidelines
- To submit daily Call reports, Hot Prospects, Lost order and monthly reports
- To ensure the vehicles are sold on the basis of features and merits without discounting the brand. Constantly enhancing the image of the company in the eyes of Customer
- To ensure to update the customer data base in to the company's system. Utilize the database to enhance the referrals and sales
- To maintain good product knowledge and information about the competition models features, and utilize such information to enhance the sales conversion ratio
- To develop long term relationship with customers to enhance the sales
- To make telephone follow up calls to the customer for making sales happen and for aftersales

Previous Assignment: First Motors, Bahrain

Authorized dealers for Hyundai passenger cars,

Position: Fleet Sales Executive:

Period of work: September 2014 to May 2016

Responsibilities Included the following:

- To achieve monthly individual sales targets set by the Manager – Fleet
- To ensure daily prospecting or customer visits made as per the standards set by the department
- To qualify the customer requirement and submit the quotation accordingly as per the company guidelines
- To submit daily Call reports, Hot Prospects, Lost order and monthly reports
- To ensure the vehicles are sold on the basis of features and merits without discounting the brand. Constantly enhancing the image of the company in the eyes of Customer
- To ensure to update the customer data base in to the company's system. Utilise the database to enhance the referrals and sales
- To maintain good product knowledge and information about the competition models features, and utilise such information to enhance the sales conversion ratio
- To achieve higher Fleet customer satisfaction index and handle customer queries or complaints, and report any customer complaints to the Manager-Fleet & Lease
- To propose and follow up with finance companies for credit approvals for the customers and convert to the sales
- To develop long term relationship with fleet customers to enhance the sales

- To actively participate in all sales campaigns and marketing activities to enhance the sales
- To make telephone follow up calls to the customer for making sales happen and for aftersales
- To ensure that the car delivery to the customer is made within the committed time and the new car delivery process is followed.

Worked with Palace Toyota : Authorized Dealers for Toyota Motors

Position: **Team Leader- Sales**

Period of work: (Feb 2008- June 2014)

Responsibilities included the following:

- Reporting to Sales manager
- Manning and handling the sales and marketing of Toyota Vehicles.
- Responsible for promoting sales from branches.
- Achieving set monthly and annual targets from direct sales.
- Developed immense contact with high profile customers, Taxi operators and corporate customers.

Key result area:

Man management, channel distribution management, brand image, product knowledge and customer relations and service

Worked with Trident Motors : Authorized Dealers for General Motors India.

Position: **Sales Executive**

Period of work: May 2006- Jan 2008

Responsibilities included the following:

- Reporting to Sales manager.
 - Achieving set monthly, quarterly and annual targets.
 - Rapport building with customers leading to better relations and thereby generating business.
 - Encouraging and guiding executives to achieve profitable sales
 - Taking care of business relationship with Finance associates.
 - Active participation in Marketing planning and product promotion.
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Worked with BRUPCO, W.L.L : Authorized Dealers for Total Lubricants.

Position: **Sales Executive**

Period of work: June 2004- May 2006

Responsibilities included the following:

- Direct selling
- Reporting to Sales manager.
- Achieving set monthly, quarterly and annual targets.
- Rapport building with customers leading to better relations and there by generating business.
- Brand Building for Total Lubricants and National Batteries.
- Developing and maintaining relationship with key accounts.

Worked with Sona Motors: Authorized Dealers for TVS Motors Mysore

Position: **Sales Executive**

Period of work: June 2001 to May 2004

Responsibilities included the following:

- Achieving set monthly, quarterly and annual targets
- Promoting of the TVS product
- Responsible for sales achievement.

Personal Details

Permanent Address : No. 700, HIG 2nd stage Rajiv Nagar Mysore,
Karnataka India.

Date of Birth : Jan 31st, 1976

Languages Known : English, Hindi, Kannada and urdu

Attributes : Avid listener of music ardent reader of books, magazines and
newspapers.

Driving License : LMV Motor vehicle India and Kingdom of Bahrain

Computer Abilities : Microsoft Word
Microsoft Excel
Power point

Education Qualification : Bachelor's degree in Business Management from
University of Mysore Karnataka India

Marital status : Married