

MOHAMMED SHAIK

PROFESSIONAL SUMMARY

To be able to work in respective company that will make full use of my knowledge, experience and skills that I have acquired. Being a dynamic and motivating personality with good negotiating skill and I'm confident that I would be able to add value and contribute immensely to the organization & its stakeholders

WORK HISTORY

Sales and Marketing Manager, 06/2012 to Current

Almeer Technical Company W.L.L., Kuwait, Al Ahmadi

- Engages in superior customer service by making information readily available, Persists in sales even in the face of failure
- Develop optimization strategies that increase the company's website search engine results rankings
- Execute tests, collect and analyze data and results, identify trends and insights in order to achieve maximum ROI
- Manage the expenses of SEO campaigns, staying on budget, estimating monthly costs and reconciling differences
- Work with editorial and marketing teams to drive SEO in content creation and content marketing
- Research and implement search engine optimization recommendations
- Create and execute link building strategy
- Determine measurable goals that demonstrate improvement in marketing efforts
- Write compelling and high-quality website content, including blog posts and page descriptions to improve website search results
- Demonstrates products and services as deemed necessary by clients and management, Schedules appointments and meetings as necessary
- Answers questions from clients, Makes product knowledge readily available to self and other sales people through various resources
- Finds ways to sell products in the face of a down market, researches client base to find new types of customers and sells to them accordingly
- Creates a plan for gaining customers and then retaining them based on warranties or guarantees, Analyzes and creates a plan for engaging the target market
- Analyzes the competition to create a plan for engagement, makes product appeal to the target market, Trains other sales people in the art of selling, makes sure that all salespeople meet quota during a given period
- Sets up booths at trade shows and demonstrates the quality or uses of a product, demonstrates superior time management skills and meets sales deadlines

Sales and Marketing Manager 06/2011 to 05/2012

Saniyah Provisional Store, Rayavaram, Andhra Pradesh, India

- Responsible for the maintenance of internal and external activities.
- Responsibilities: Purchasing goods from retailer and distribution of same to the listed sub dealers. Maintaining separate warehouse to store the goods.
- Generating daily, weekly, monthly report of stock.



Address: Annamayya (D) AP, India

Phone: 8790414923

Email: smar.smaa11188@gmail.com

Skills

COMPUTER KNOWLEDGE

- Windows operating system
- MS - office (Excel, Word, Power Point, Access, Publisher, Outlook)
- Tiger, Leopard on Macintosh operating system

- Fast email browsers,

LANGUAGES KNOWN

- English, Telugu, Urdu, Hindi & Kannada

PROPOSITIONAL SKILLS

- Producing Superior Written and Verbal Communication Skills, Math Skills, Product Knowledge, Creativity, Demonstrated Experience, Courteous, Basic Computer Literacy, Microsoft Office, Database Skills, Business, Accounting, Marketing, Finance, Target Market Analysis, Presentation Skills, Persistent, Flexible,
- Development, Legal, Purchasing, Business plan, Machinery maintenance, receiving emails, sending emails, Communication skills, Mailing, Risk Assessment, Managing, Safety instruction during the work Consultation, Marketing, Sales Manager
- Customer Relationship Management, Market, SAP, Client, Materials, Scheduling
- Database, Exchange, Supervising, Decision making, Supervision, Delivery, MS - office, Typing, Dispatching, Office documentation
- Video, Email, Windows operating system, Wise, Power Point, Written communication

Sales and Marketing Manager, (Unit wise) 07/2009 to 12/2010

I.C.I.C.I Prudential Life Insurance, Hyderabad, Andhra Pradesh, India

- Requite the agents and give to training for examination after getting the code, will do the business Direct in market. Using the MS-Office properly to make the report and send to Sales Manager daily. Motivate the agents how does the business in market and improving their communication through the customers.
- Conducting meeting every week in office. To give appreciation for Agents. To prepare and follow the overall business plan. To seek opportunity for bigger market share.
- Attend seminar- conference, exhibition and marketing campaign for business development. Supervise and monitor overall operations of agents.

Apple Tech Supporter, 10/2006 to 05/2009

Aditya Birla Minacs (pvt) Ltd., Bangalore, Karnataka, INDIA

- Using SAP knowledge to release Apple care protection plan refund for the customers of apple Computers. Interacting with client through video conference, chatting and mailing for learning new tasks and solving significant issues.
- **Business Tools behind the Process:** GCRM- Global Customer Relationship Management. GSX- Global Service Exchange. SOM-Service Order Management.

EDUCATION

Master of Business Administration (M.B.A), Finance & Marketing, 2006

Sri Venkateshwara university, Tirupati, Andhra Pradesh, India.

Andhra Pradesh.

Bachelor of Commerce (B. Com), Corporate Accounting & Advanced

Management Accounting, 2004 Sri Venkateshwara University - Tirupati,

Andhra Pradesh.

ACCOMPLISHMENTS

- *Internal auditor for Integrated Management System (ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007) - 2013 from VELOSI, Internal auditor Training on calculation of Measurement uncertainty (Based on the standard ISO/IEC 17025:2005) - 2014 from INTERNATIONAL ACCREDITATION SERVICES, Internal auditor for Integrated Management System (ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007)-2014 from AI - NOOR, Internal auditor Training on First Aid & CPR - 2015 from 5M, INTERNATIONAL CONSULTANTS (ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007) - 2017 from RAYAL CERT INTERNATIONAL REGISTRARS.*

- Internal audits skills, Fast, Occupational Health safety management
- Filing, operating system, Maintain the Finance, Order Management Forms format, Organizational skills Functional, Leading an administrative team.