

ABDUL RAUF V T

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Ajman, UAE



EDUCATION

- **BACHELOR OF COMMERCE IN TRAVEL AND TOURISM**
UNIVERSITY OF CALICUT
- **HIGHER SECONDARY VOCATIONAL HIGHER SECONDARY, SCHOOL BOARD OF KERALA**
- **SSLC**
BOARD OF PUBLIC EXAMINATION KERALA

COMPUTER PROFICIENCY

- PG Diploma in Business Accounting & Management from IPA Kerala (2016)
- Knowledge in SAP – Business one (2016)
- Knowledge in MS Office - Microsoft Excel Global Certificate Holder (2017)
- Specialized in Tally ERP 9.0 and Tally Global Certificate Holder (2017)
- Specialized in Pechtree & Quick books accounting software.

PROFESSIONAL SUMMARY

Highly organized and results-driven sales professional with expertise in managing customer relationships, driving revenue growth, and ensuring seamless sales operations. Skilled in identifying opportunities, negotiating contracts, and maintaining accurate records to support business objectives. Proficient in using data-driven insights to evaluate performance, streamline processes, and enhance customer satisfaction. Adept at meeting and exceeding sales targets through strategic planning and execution. Committed to delivering exceptional service and fostering long-term client loyalty. Holds a valid UAE driving license, enhancing mobility and client interaction efficiency.

EXPERIENCE

SALES EXECUTIVE (2023-2025)

DELMON FUEL LLC AJMAN, UAE

- Successfully identified and acquired new clients, expanding the customer base for fuel distribution services across the UAE.
- Maintained strong relationships with existing clients, ensuring repeat business and fostering long-term partnerships.
- Consistently met and exceeded monthly and annual sales targets, contributing to company revenue growth.
- Conducted market research to identify emerging trends, competitor strategies, and customer preferences to refine sales approaches.
- Delivered tailored fuel supply solutions to meet diverse client needs, ensuring customer satisfaction and loyalty.

SALES EXECUTIVE (2020-2021)

AL FURKATA SPORTS DAMMAM, SAUDI ARABIA

- Successfully promoted and sold a wide range of sports equipment and apparel to customers, achieving monthly sales targets.
- Delivered detailed product presentations and demonstrations to clients, highlighting unique selling points.
- Built and maintained strong relationships with regular customers, enhancing brand loyalty and repeat business.
- Assisted in inventory management, ensuring stock availability and accurate record-keeping.
- Negotiated contracts and pricing with clients, ensuring mutually beneficial agreements.

SKILLS

- Customer Relationship Management (CRM)
- Sales Negotiation
- Revenue Growth Strategies
- Market Research & Analysis
- Lead Generation
- Team Collaboration
- Sales Target Achievement
- Invoice & Payment Management
- Problem Solving
- Data Analysis & Reporting
- Communication Skills
- Adaptability

PERSONAL DETAILS

- Date of Birth : 03/06/1995
- Nationality : Indian
- Gender : Male
- Marital Status : Married

DRIVING LICENCE

- Licence No : B 4353263
- Licence : M/C with gear & LMV

LANGUAGES

- English
- Malayalam
- Hindi

SALES EXECUTIVE (2018-2020)
KINCO GENERAL TRADING LLC, DUBAI

- Provided post-sale support to clients, ensuring satisfaction and fostering repeat business.
- Assisted in product procurement and inventory management to ensure consistent stock levels.
- Participated in trade shows and networking events to represent the company and attract new clients.
- Ensured compliance with company policies and local regulations in all sales operations.
- Used CRM software to track customer interactions, sales performance, and opportunities.
- Supported business development initiatives by identifying potential markets and partnerships.

NATIONAL ELECTRONICS PVT LTD (2017 JANUARY - 2018 JANUARY)

- Managed customer transactions efficiently, ensuring accurate reconciliation and timely resolution of discrepancies.
- Created and updated databases and Excel spreadsheets to maintain organized and accurate financial records.
- Evaluated client account statements, identifying discrepancies and providing timely resolutions.
- Conducted thorough verification of transactions to ensure compliance with internal policies and standards.
- Processed invoices for vendor payments and firm-wide billings, ensuring accuracy and adherence to deadlines.
- Collaborated with internal teams to streamline financial processes and improve overall operational efficiency.