

NADIMUR RAHMAN

SALES OFFICER



CONTACT

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AI Barsha, Dubai, UAE

COMPUTER SKILLS

- Microsoft Office: Excel, Word, PowerPoint, Outlook.
- Technical Skills: Hardware & software troubleshooting, POS systems.
- ERP Systems: Familiar with business management software.
- Graphics: Adobe Photoshop, Illustrator, CorelDraw.
- Remote Access: Experienced with Citrix, Orion platforms.
- Networking: Knowledgeable in network setup and troubleshooting.
- Customer Support: Strong communication skills for client assistance and support.

LANGUAGES

- English
- Arabic
- Hindi



PROFILE

I successfully drove sales growth by implementing effective sales strategies and fostering strong customer relationships. I identified and understood customer needs, provided tailored product solutions, and consistently achieved sales targets. My role involved market analysis, managing client interactions, and contributing to team success through collaboration and strong communication skills.



WORK EXPERIENCE

Sales Officer-Real Estate 25/10/2024 - PRESENT
7Emirates Real Estate LLC

- - Represent clients in buying, selling, and renting properties
- - Provide expert advice on local market trends and regulations
- - Create and manage property listings, including marketing and advertising
- - Conduct property showings and highlight key features
- - Negotiate prices, terms, and conditions of sale
- - Build and maintain a professional network of contacts

Sales Officer-Credit Card 07/2024 - 10/2024
Quantum Direct(DSA) Under CBD Bank,Dubai UAE

- **Sales of Banking Products:** Offering a range of banking products, such as credit cards, loans, and other financial solutions to customers, typically on behalf of CBD Bank.
- **Customer Acquisition:** Engaging potential clients to expand the bank's customer base, targeting both retail and commercial segments.
- **Market Outreach:** Conducting direct sales campaigns and promotions to boost the visibility and accessibility of CBD Bank's offerings.
- **Customer Service:** Providing clients with information, guidance, and support throughout the application process for financial products.
- **Compliance and Documentation:** Ensuring all sales activities align with bank policies and regulatory standards, including maintaining accurate records of customer transactions.

Luxury & Lifestyle/Samsung Brand Shop-(TeamLeader)
Al SeebTechnical Est.(SARCO) 11/2021 -03/2024

- **Team Supervision:** Led and motivated the sales team to meet targets.
- **Sales Management:** Managed product displays, sales strategies, and promotions.
- **Customer Engagement:** Delivered excellent service and product knowledge.
- **Training & Development:** Trained and monitored new staff performance.
- **Inventory Control:** Managed stock levels and placed orders.
- **Reporting:** Updated management on sales and customer feedback.
- **Brand Representation:** Ensured service aligned with Samsung's brand standards

Visual Merchandiser/Operations In-charge
Al SeebTechnical Est. 01/2013 -10/2021

- **Visual Merchandising:** Designed product displays to enhance sales.
- **Store Operations:** Managed daily store functions and inventory.
- **Sales Strategy:** Implemented strategies to increase store traffic.
- **Team Management:** Led and trained staff to meet goals.
- **Stock Control:** Monitored stock levels and ordered products as needed.
- **Customer Engagement:** Ensured a positive shopping experience for customers.
- **Reporting:** Provided regular updates on sales and inventory to management.

SKILLS

- Sincere
- Dedicated
- Decisive
- Resilient
- Self-motivated
- Enthusiastic
- Adaptable
- Quick-learner

CERTIFICATIONS

• Certified International Supply Chain Professional

International Federation of Purchasing & Supply Management (IFPSM), Finland

• Certified International Supply Chain Manager

International Federation of Purchasing & Supply Management (IFPSM), Finland

• Advanced Excel and MIS Reports

Geo Tech Craft Online, Pune

• Course in Computer Operation 02 year

Bihar Intermediate Council, Patna

PERSONAL INFO

Name : NADIMUR
: RAHMAN
Date of Birth : 30/01/1983
NATIONALITY : INDIAN
GENDER : MALE
MARTIAL STATUS : MARRIED
Driver licenes : United Arab
Emirates, Sultanate of Oman,
India



WORK EXPERIENCE

Merchandiser for the Watches Divisionin 04/2006 -12/2012 Al Seeb Technical Est.(SARCO),Muscat,Sultanateof

- **Product Display:** Arranging attractive displays to boost sales.
- **Inventory Management:** Managing stock levels and product orders.
- **Sales Strategy:** Implementing promotions and pricing strategies.
- **Market Analysis:** Analyzing competitor activities for merchandising adjustments.
- **Staff Coordination:** Ensuring effective product presentation with store staff.

A.R. Communication as Counter Sales Person for Cell Phone & Accessories from Mar'05 – Apr'06

- **Customer Interaction:** Answered incoming calls and greeted walk-in customers.
- **Product Assistance:** Helped customers make product selections by identifying their needs.
- **Product Knowledge:** Maintained up-to-date knowledge of products and inventory.
- **Training & Research:** Participated in training and researched industry catalogs and websites to stay informed.
- **Transaction Management:** Completed transactions and necessary paperwork accurately and efficiently.

Jai Hind Teleservices (DSA) of Tata Indicom as Marketing Executive from Feb'04 – Jan'05

- **Client Acquisition:** Identifying and developing new clients.
- **Sales:** Closing sales and meeting company targets.
- **Client Follow-up:** Maintaining regular follow-up with clients and principals.
- **Product Education:** Educating new customers about solutions.
- **Market Research:** Analyzing customer needs and competitor trends.

Steel Printers as Supervisor from Mar'02 – Jan'04

- **Staff Communication:** Effectively communicating with a team of 12-20 employees across different departments like press operations, quality control, screens, and ink.
- **Production Scheduling:** Facilitating shop production schedules to ensure smooth operations.
- **Process Improvement:** Implementing processes and procedures to enhance efficiency and productivity within the team.
- **Quality Assurance:** Ensuring that all products meet quality standards and promptly addressing any deviations or issues.
- **Team Development:** Providing ongoing training and mentorship to team members to improve skills and performance.



EDUCATION

Bachelor's Degree in Accountancy (Honors) 2002 Ranchi University Ranchi

(I.Com) Intermediate of Commerce 1999 School of business | Wardiere University

10th (Matric) Secondary School Certificate 1997 Bihar Secondary Examination Board Patna

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