



MUFIT KHAN

CONTACT

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SKILLS

- Lead development
- Territory management
- Customer service
- Report writing skills
- Customer relations
- Retail marketing
- Sales goal attainment
- Presentations and proposals
- Marketing campaign management
- Business development
- Accounting ledger maintenance
- Sales data analysis
- Data analysis
- Organising meetings
- Administration support
- Office management
- Account reconciliations knowledge
- Report writing
- Managing purchasing activities
- Schedule management
- Business writing
- Business correspondence
- Business administration
- Data entry
- Meeting support
- Office administration

PERSONAL DETAILS

Date of Birth / Age: 30/12/1986
Nationality: Indian
Gender: Male
Passport: R1517259

PROFESSIONAL SUMMARY

Detail-orientated and self-motivated individual with keen multitasking abilities. Confident in working independently, using initiative to complete tasks quickly, efficiently and with high degree of accuracy.

WORK HISTORY

Assistant Manager Sales 07/2011 - Current
Sales at Sharayu Toyota - India

- Achieved and exceeded sales targets in line with client growth across all products and services.
- Fostered positive relationships with customers to enhance loyalty and retention.
- Strengthened profit opportunities through targeted customer relationship development, continually meeting sales objectives.
- Managed client relationships from early stages of sales process through to post-sales
- Delivered professional sales presentations, creatively communicating product quality and market comparisons to prospective clients.
- Built long-term relationships with customers and generated referrals from existing clients.
- Produced and distributed monthly reports using Excel knowledge, enabling improved business analysis.
- Worked to facilitate positive, productive working environments through reliable administrative support.
- Managed database to maintain updated records and accuracy.
- Registered visitors, guests and contractors upon arrival, providing access passes.

Sales cum Admin Executive 04/2010 - 06/2011
HoneyGroup Construction - India

- Maintained contact with customers throughout sales and pre-delivery process.
- Qualified prospects to determine future sales possibilities and improve conversion efforts.
- Generated new leads and opportunities to maximize revenue.
- Analysed industry and competitor trends to enhance sales strategy.
- Effectively handled daily customer meetings, sales calls and account management tasks, improving sales team efficiency.
- Created and managed client contracts, negotiating positive, profitable terms to aid target revenue attainment.
- Built focused new client networks, growing business opportunities and increasing revenue possibilities.
- Established and maintained positive, profitable client relationships through superb communication.
- Accurately executed secretarial tasks, maintaining smooth administrative operations.
- Processed invoices and financial data with strong eye for detail.
- Answered high-volume daily telephone and email enquirers, minimizing correspondence backlogs.

LANGUAGES

English

Upper intermediate

- Monitored and proactively replenished office supply inventory for seamless operations.
- Liaised with external vendors and service providers to address on-site maintenance and repair needs.
- Prioritized high-volume competing tasks to complete simultaneous projects within stringent timeframes.
- Scheduled meeting spaces and catering for board meetings, client consultations and contract negotiations.

Retail Banking

04/2009 - 03/2010

IDBI Bank - India

- Unearthed new target markets, prospective clients and key sector decision-makers.
- Understood customer needs to craft exceptional sales journeys.
- Generated sales forecasts to inform resource allocation and project management.
- Articulated product features and specifications in customer-centric language based on their priorities.
- Worked with internal and external teams to initiate marketing strategies to grow at national, regional and specific sector levels.
- Presented sales data and insights to leadership to aid strategy development and planning.
- Maintained awareness of latest industry trends, product knowledge and sales techniques.
- Streamlined office procedures, implementing new systems to address bottlenecks and disruptions.
- Reviewed existing procedures and systems for inefficiencies and recommended actionable initiatives for improvement.
- Liaised with security personnel to monitor on-site access and approve authorized visitors to enter premises.

EDUCATION

B. Com (Business Management), 2004 - 2007

Goa University - India

Intermediate, 2002 - 2004

Senior Secondary School Education - India

HOBBIES

- Learning new skills
- Social worker
- Travelling