



MOHAMED MATHEEN
Mobile No.: 0097155 8512947
E-Mail: mohamed.matheen@gmail.com

MIDDLE LEVEL SALES AND MARKETING PROFESSIONAL

Location Preference: United Arab Emirates

PROFILE SUMMARY

- A competent professional with over 15 years of experience in **SALES & MARKETING**.
- Currently associated with AW ROSTAMANI GROUP as Sales
- Proficient at maintaining cordial relationship with customers, ensuring quality and service norms to achieve customer satisfaction and business retention.
- Skilled at Team Motivation, Team Leadership, Time Management, Team Building and handling day-to-day activities in co-ordination with internal/external departments for ensuring smooth business operations.

Soft Skills



Excellent negotiation skills

Outstanding interpersonal skills



Effective coaching & mentoring abilities

ORGANIZATIONAL EXPERIENCE

November'22 – Till date: AW ROSTAMANI GROUP - Arabian Automobiles, UAE as Sales Executive

Key Result Areas:

- Reporting to Sales Manager
- Achieving sales targets which varied monthly based on the market trend
- Retaining maximum vehicle profit retention, selling and accessories
- Ensuring 100% referral to business manager and maximizing F & I (Finance and Insurance)
- Assuring customer data is captured accurately and fully updated on Sales Force
- Tracking attendance and time keeping ensuring customers are dealt with throughout business opening hours
- Communicating, building and retaining relationship with existing & conquest customers long term
- Understand and fully implement the Sales Process
- Delivering excellent customer service, thereby ensuring maximum customer satisfaction and repeating sales
- Improving and updating knowledge, especially product range, features and benefits, general automotive industry and technical developments, market trends, competitor analysis, sales techniques and customer handling skills

November'17 – August'22: Bride Over Group - A Cosmetic Store & Makeup Academy Chennai, India as Social Media and Marketing Manager

Key Result Areas:

- Reporting to Director
- Manage and oversee social media campaigns, including managing associates
- Ensure content calendars are met and all tasks are carried out correctly
- Overseeing and coordinating with Webmaster to enhance content according to SEO
- Creating and managing the company's paid search campaign
- Respond to inbound social media traffic
- Stay up to date with latest social media best practices
- Work with copywriters and designers to ensure content is informative and appealing
- Communicate with industry professionals and influencers via social media to create a strong network and providing PR packages
- Response to and engage with user comments and Messages
- Maintain our website presence and update our website as needed
- Being active on social media to understand what people are saying on social media about a company

July'15 – August'17: Al Futtaim Group - Automall, UAE as Sales Supervisor
May'12 – June'15: Al Futtaim Group - Automall, UAE as Sales Executive

Key Result Areas:

- Reporting to Sales Manager.
- Responsible for planning and setting team targets as well as driving and encouraging the team to meet them.
- Accountable for achieving sales target and gross margin for the branch.
- Accountable for maximizing customer service values with company expectations.
- Conduct team meeting on a daily basis.
- Active follow up on lead management (enquiries, test drives, closing).
- Responsible for ensuring that company procedures are adhered while handling cash and credit customers.
- Oversees the sales by the team to ensure the sales process as per guidelines set by the principal is followed adequately.
- Providing support to the team to resolve all escalated customer issues (related to Pre sales or Post Sales).

Sep'08 – May'12: RAK Medical Health & Sciences University, UAE as Administrative Executive - Admissions and Marketing

Key Result Areas:

- Reporting to Admissions And Marketing Manager.
- Respond to all inquiries (telephone, email, in person, via the website) providing advice to prospective students, parents and feeder schools.
- Gather data on all inquirers and input them into the admissions database.
- Ensure brochures are always available in reception and waiting area.
- Ensure all the inquirers are given the relevant marketing materials with 24 hours and maintain contact with inquirers by inviting them to college events.
- Arrange visitor's tour in the campus.
- Follow-up with admissions enquires.
- Maintain accurate record of current as well as prospective students Maintain stocks of all marketing materials (catalog, student handbook, brochure and flyers).
- Attend and assist with University's open days, school visits and educational exhibitions
- Participate in exhibitions, seminars and promotional activities.
- Performing other related duties as needed.

ACADEMIA

- B.Sc. (Information in Systems & Management) The New College, Madras University, Chennai in 2007
- 12th from Little Flowers Higher Secondary School, Chennai, Matriculation Board in 2003



PERSONAL DETAILS

Date of Birth : 10th August 1985
UAE Address : Flat No. 303, Raymond Building, Sharjah
Languages Known :
Speak/Read /Write : Fluent in English, Hindi, Urdu, Tamil and Basic in Arabic
Driving License : UAE & India