

FAIZAL EMAM

Al Karaama, Dubai
United Arab Emirates
+971 557431419; E-mail: faisale8@gmail.com

**PROFILE SUMMARY**

7 years of rich exposure in sales and marketing and with relevant experience in Organized merchandizing operations and major events like promoting new store openings or product launches

PROFESSIONAL SYNOPSIS

- ❖ An ambitious, highly motivated and energetic sales executive with excellent marketing and business development skills. Experience of managing sales and merchandising for established retail outlets, franchises and international brands. A results orientated professional with a proven ability to get results, generate revenue, improve service as well as reduce costs. Over 7 years marketing experience of working in competitive industries and successfully identifying, developing and managing new business opportunities within these markets.

CORE COMPETENCIES

- Business development
- Loss prevention
- Planning
- Promotions
- Competitor analysis
- Negotiating
- Merchandising management

ACHIEVEMENTS, AWARDS & LAURELS

- ❖ *Managed a team of Five sales assistants and interns to ensure all deadlines were met on time..*
- ❖ *Involved in the training of new sales staff.*
- ❖ *Received an Appreciation certificate from Management for on time delivery during the high volume.*
- ❖ *Responsible for forecasting market trends.*

PROFESSIONAL EXPERIENCE**Honey Bee Impex**

Admin - (Sep -2021 – Jul2023)
Reporting to the General Manager

Job Description:

- ❖ Maintain internal databases
- ❖ Submit expense reports
- ❖ Keep employee records (physical and digital)
- ❖ Maintain a filing system for data on customers and external partners
- ❖ Distribute incoming and outgoing mail
- ❖ Prepare regular reports and presentations
- ❖ Organize, store and print company documents as needed
- ❖ Answer and redirect phone calls
- ❖ Make travel arrangements
- ❖ Handle queries from managers and employees
- ❖ Update office policies and ensure compliance with them

Wentona Academy
*Center Head - (Sep2019 –
Aug2021)*

Job description:

- ❖ Supervises the activities of subordinates.
- ❖ Serves as a key liaison with center external publics, particularly in relations to their advisory and financial support of center, including working in fundraising relating to memberships in center and sponsorships of center activities and related to the university and college development/capital campaign.
- ❖ Oversees daily center operations and coordinates center activities through assigned staff; prioritizes and delegates work activities.
- ❖ Writes communication and promotional literature for distribution such as newsletter, brochures or flyers and coordinates printing and distribution.
- ❖ Prepares and monitors budget for the Center and research, executive or student education projects.
- ❖ Prepares budget proposals and recommendations and establishes budget control system for controlling expenditures; controls expenditures in accordance with budget allocations; recommends equipment and resources for the center.

Transguard LLC
Operation Staff and Vault handling (Jan 2017 – Aug 2019)
Reporting to the Manager

Job Description of Operation Staff:

- ❖ Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- ❖ Maintaining and balancing cash drawers and reconciling discrepancies.
- ❖ Packaging cash and rolling coins to be stored in drawers or the bank vault.
- ❖ Keeping a clean, organized work area and a professional appearance.
- ❖ Handling currency, transactions, and confidential information in a responsible manner.
- ❖ Using software to track bank information and generate reports

Job Description of Vault Handling

- ❖ Maintain the departments security procedures and policies
- ❖ Follows proper operating and security procedures daily
- ❖ Prepare all necessary documentation when counterfeit bills come through the bank
- ❖ Process/balance the individual deposits using Compass and a desktop currency counter
- ❖ Consistently balance work processed
- ❖ Must be able to perform all essential duties and responsibilities of the Vault Teller I
- ❖ Receive currency/coin for orders from the main vault teller
- ❖ Open each envelope & take the contents out
- ❖ When all envelopes have been opened, write your initials and time on the front of the deposit ticket

Leora International Academy
Admin - (Jun2015 – Jan2017)

Job Description:

- ❖ recruiting, training and managing staff
- ❖ managing projects and keeping track of progress towards goals
- ❖ managing budgets
- ❖ responding to queries and correspondence
- ❖ devising and following processes and procedures
- ❖ working with student groups
- ❖ gathering and analyzing data
- ❖ researching and writing reports
- ❖ liaising with external organizations

Volkswagen EVM cars
Sales Executive - (Sep2013 –
Jun2015)

Job Description:

- ❖ maintaining a strong customer database, greeting potential customers, coordinating test drives, assisting with trade-in value, and negotiating vehicle prices
 - ❖ Converting showroom visitors into customers by understanding their needs and interests and matching them to the most appropriate car
 - ❖ Assist customers with completing the relevant paperwork required for a successful sale to be processed
 - ❖ Interact with customers to identify their requirements and assist them in selecting a car that meets their specifications
 - ❖ Identify current product pricings, competing products and new techniques of merchandising
 - ❖ Develop and implement strategies to enhance sales efficiency and increase generated revenue
-

CREDENTIALS

Academics

- ❖ MBA (Finance, Marketing) from East Point College Of Higher Education, Bangalore, Karnataka ,affiliated to Bangalore university with 60%
 - ❖ B.B.A from Kristu Jyothi college of management and technology ,Changanacherry, Kottayam, with 71% in 2011
 - ❖ 12th– Computer science (Kerala State Board) from TKM Higher Secondary School, Kollam, Kerala with 68 % marks in 2008
 - ❖ 10th (Kerala State Board) from Kristu raj H.S.S, Kollam, Kerala with 82 % marks in 2006.
-

PERSONAL INFORMATION

- ❖ Date of Birth: 16-Septeber-1989
 - ❖ Language Skills: English, Malayalam, Tamil
 - ❖ Address: AF Manzil, Kaver1 Nagar 31, Kallumthazham PO, Kollam 691 004, Kerala, India
 - ❖ Passport Number M0318327
-

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge

(Faizal Emam)