

MOHAMED AZMALDEEN

Business Development Executive

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HOR-AL-ANZ - DUBAI

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Responsible for the establishment of new business relationships That will lead to revenue generation. This includes identifying potential partners, cultivating existing relationships, marketing, And managing the sales process to close deals.



WORK EXPERIENCE

Business Development Executive cum Supervisor

SHARAF EXCHANGE LLC

03 / 2021 – PRESENT

RESPONSIBILITY

- DEVELOP A GROWTH STRATEGY FOCUSED BOTH ON FINANCIAL GAIN AND CUSTOMER SATISFACTION
- CONDUCT RESEARCH TO IDENTIFY NEW MARKETS AND CUSTOMER NEEDS
- ARRANGE BUSINESS MEETINGS WITH PROSPECTIVE CLIENTS
- PROMOTE THE COMPANY'S PRODUCTS/SERVICES ADDRESSING OR PREDICTING CLIENTS OBJECTIVES
- PREPARE SALES CONTRACTS ENSURING ADHERENCE TO LAW-ESTABLISHED RULES AND GUIDELINES
- PROVIDE TRUSTWORTHY FEEDBACK AND AFTER-SALES SUPPORT
- BUILD LONG-TERM RELATIONSHIPS WITH NEW AND EXISTING CUSTOMERS
- DEVELOP ENTRY LEVEL STAFF INTO VALUABLE SALESPeOPLE
- MEETING AND EXCEEDING WEEKLY AND MONTHLY ACTIVITY AND REVENUE TARGETS
- PREPARE PROPOSALS ON PRODUCTS AND SERVICES TO ATTRACT NEW CLIENTS AND SUPPORT BUSINESS GROWTH
- ENSURE COMPLIANCE WITH KYC (KNOW YOUR CUSTOMER)ON BOARDING PROCEDURES FOR CORPORATES AND CONDUCT AML
- **MAINTAIN RECORDS OF FINANCIAL TRANSACTIONS**
COLLATE ALL THE FINANCIAL TRANSACTIONS DONE IN THE DAILY OPERATIONS OF A BUSINESS AND RECORD THEM IN THEIR RESPECTIVE ACCOUNTS.
- **CUSTOMER SERVICE**
PROCESSES AND PRINCIPLES RELATED TO THE CUSTOMER, CLIENT, SERVICE USER AND TO PERSONAL SERVICES; THESE MAY INCLUDE PROCEDURES TO EVALUATE CUSTOMER'S OR SERVICE USER'S SATISFACTION.
- **AML COMPLIANCE**
LOOKING AFTER RECORDS OF HIGH RISK CLIENTS AND REPORT SUSPICIOUS ACTIVITIES, IF ANY;
ASSISTING THE IMPLEMENTATION OF AN ANTI-MONEY LAUNDERING PROGRAM OF AN ORGANIZATION;
ARRANGING INSPECTIONS FROM THIRD-PARTY ORGANIZATIONS AND ELIMINATING MISTAKES IN THE PROGRAM, IF ANY.
FOLLOW COMPLIANCE PROCEDURES, COMPANY POLICIES AND ABIDES BY ALL HEALTH AND SAFETY GUIDELINES AS PER COMPANY STANDARDS

LANGUAGES

ENGLISH

Professional Working Proficiency

TAMIL

Native or Bilingual Proficiency

HINDI

Limited Working Proficiency

MALAYALAM

Limited Working Proficiency

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

BHARATHIDASAN UNIVERSITY

BACHELOR OF BUSINESS ADMINISTRATION

UNIVERSITY OF MADRAS

STRENGTHS & SKILLS

- Business intelligence skills
- New business development
- Proposal development
- Target audience
- Decision-making
- Negotiation
- Leadership
- Creativity

PERSONAL INFORMATION

NATIONALITY : INDIAN

DOB : 14 APRIL 1997

DRIVING LICENSE: AVAILABLE

FOREIGN EXCHANGE DEALER

DEEN PROVISION SHOP & EXCHANGE INDIA

12/2018 – 12/2020

RESPONSIBILITY

- OVERSEE THE SALES PROCESS TO ATTRACT NEW CLIENTS.
- BUILDING BUSINESS RELATIONSHIPS WITH CURRENT AND POTENTIAL CLIENTS
- NEGOTIATING WITH CLIENTS TO SECURE THE MOST ATTRACTIVE PRICE
- GUIDE, TRAIN AND MOTIVATE SALES TEAM TO MEET OR EXCEED THE SALES PERFORMANCE TARGETS.
- DEVELOPING SALES GOALS FOR THE TEAM AND ENSURING THEY ARE MET.
- PROVIDING EXCEPTIONAL CUSTOMER SERVICE AND BUILDING RAPPORT WITH CLIENTS.
- HANDLING LARGE AMOUNTS OF CASH INCLUDING STERLING AND FOREIGN CURRENCY
- MAINTAINING A RECORD OF THE BANK'S FUNDS ON DEPOSIT (POSITION) IN BANKS