



CURRICULUM VITAE

DANI PETER
SALES EXECUTIVE
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TOTAL GULF EXPERIENCE : 6 Years and 1 Month

EXPERIENCE DETAILS

OBJECTIVE :

To broaden my skills & knowledge in the field of Sales and thereby add value to the organization working with.

CURRENT ORGANISATION : ONTIME MANPOWER SUPPLY
DESIGNATION : SALES EXECUTIVE
EXPERIENCE :4 MONTHS

ROLES PERFORMED

- Identifying potential clients
- Site visits & Inspection.
- Meeting Project Managers, Construction Managers or persons responsible for manpower.
- Head office visits.
- Understanding the client requirements.
- Preparation of Quotations.
- Negotiating Rates.
- Finalising Rates and closing the deal.
- Coordination with operations team for the mobilization of labours.
- Arranging advanced meetings between Client & Higher management.
- Identifying long term sites & studying the credibility of the client.
- Preparation of weekly & Monthly sales reports.
- Constant communication with the Line Manager, Operations Manager & client to ensure smooth functioning.
- Follow up visits.
- Promoting the Goodwill of the company.
- Follow up with the client for payments

PREVIOUS ORGANISATION : AL HAFEED TECHNICAL CONTRACTING -SHARJAH
DESIGNATION : SALES EXECUTIVE
EXPERIENCE : 3 YEARS AND 9 MONTHS

ROLES PERFORMED

- Holding meetings with clients to understand requirements and identifying the potential clients.
- Showcasing the Company profile.
- Providing customers with competitive quotations & invoices.
- Maintaining and updating customer databases.
- Maintaining effective communication with clients.
- Negotiating the terms of a sales agreement and closing sales.
- Prompt payment collection from the clients
- Following-up in-bound telephone enquiries, walk in prospects and emails enquiries.
- Forward incoming sales calls and potential new contract opportunities to Sales Representatives.

PREVIOUS ORGANISATION : PORTIRICO TECHNICAL CONTRACTING –SHARJAH
DESIGNATION : SALES OFFICER
EXPERIENCE : 2 YEARS

ROLE PERFORMED

- Cold calling, generating leads and visiting potential customers for new business..
- Analyzing and investigating price, demand and competition.
- Involved in understanding the client requirement for the service & negotiate & persuade to make the deal.
- Monitor the daily work schedules and verify the quality and accuracy of all work performed.
- Pitching for new business development, building and maintaining strong relationships with clients.
- Deliver Sales Presentations.
- Establishing, maintaining & expanding the customer base.

PREVIOUS ORGANISATION : ACCENTURE –INDIA
DESIGNATION : HUMAN RESOURCES
EXPERIENCE : 6 MONTHS

ROLE PERFORMED

- Setting up and maintaining personnel files.
- Arranging security passes & work desks etc for new staff.
- Arranging training for new and established employees.
- Accurately updating the HR employee database.
- Identify staff vacancies and recruit, interview and select applicants.
- Chasing up any unfilled employee paperwork & forms.
- Monitoring the sickness and holiday leave of staff.
- Constant communication with staff and employees.
- Help create new compensation structure that improve employee morale and boost performance

EDUCATIONAL BACKGROUND

QUALIFICATION	BOARD	INSTITUTE	YEAR OF PASSING
MATERS IN BUSINESS ADMINISTRATION (HR)	CHRIST UNIVERSITY	CHRIST UNIVERSITY	2008-2010
B.COM	MG UNIVERSITY	ST.PETERS COLLEGE	2005-2008
12th class	CBSE	ST.PETERS SENIOR SECONDARY SCHOOL	2005
10th class	CBSE	ST.PETERS SENIOR SECONDARY SCHOOL	2003

LANGUAGES KNOWN: English ,Malayalam,Hindi,Tami

PERSONAL CONTACT DETAILS

Date of Birth : 02 Sept 1986
Nationality : Indian
Sex : Male
Marital Status :Married
Passport No : H4267898
Current Visa Status : Resident Visa- valid till 18th April 2017
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E-Mail Id : danianddani@gmail.com
UAE Driving License : Yes