

Abu Saeed Ismail Sarguroh  
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OBJECTIVE To work for an organization where I could utilize my skills and vast experience.

SKILLS PROFILE      Excellent leadership with my team, Strong communication with Customer Service and Sales Department. I can properly handle the customer. Time to time and full his requirement every new customers.

#### EMPLOYMENT HISTORY

- 1) Currently working in Mass Group Construction House, as a Sales Associate since October 2021 till date.
  - a. Handling walking and telephonic customers.
  - b. Showing our sites and explaining Plan details.
  - c. Discussing on offers and Explaining about the loan facilities to the customers.
- 2) Sr. Sales Consultant in MERCEDES-BENZ Sharan Wheels from 1<sup>st</sup> February 2017 till September 2021.
  - a. Achieve allocated sales targets for new units and exploring other sales opportunities such as service and accessories.
  - b. Work with highest marketing team to support and suggest events to grow customer base.
  - c. Deliver the highest level of customer satisfaction.
  - d. Establish long term relationship with clients to develop a pattern of repeat sales, client loyalty and referrals.

Team Leader : Volkswagen Autobahn

Jan 2013 till Feb 2017

- . Handling walk in customer with individual Team
- . Follow up customer regularly date wise
- . Fixing appointment new customers daily.
- . Explain the features of cars & Performance
- . Updating daily sales reports to sales manager
- . Ability to achieving target monthly
- . checking mails every day& and replying daily
- . Ability to handle individual team.

Fleet Sales Executive, Diamond Lease Car Rental Dubai  
United Arab emirates(Group of Habtoor Motors)

November 2003 till  
August  
2012

Executing Agreements (Opening & Closing ) Handling delivery /pick ups.  
Following with sales team for prompt results.  
Collection of payments from Clients by cheque or pay order Handling issues arising from Accidents(police/Insurance/RTA) Daily reporting & updates to sales manager.  
After sales service (most important)  
Fixing appointment with new customer for increasing sales Monthly achieving targets.

Sales Representative ,Al Fatah Stationery January 1996-May 2003

Muscat Oman

- . Collation of orders
- . Cash handling.
- . Product Presentation.
- . Satisfying and fulfilling customer needs.
- . Maintain quality standard.
- . Stock inventory.

Languges Known : English Hindi Marathi Gujarati Arabic

Time keeper ,Hindustan Lever Limited India Mumbai February 1993-March 1995

Handling income, outgoing time records. Maintain daily updates with HR.

Personal Information

D.O.B: 15 Feb. 1977

Father's Name : Ismail Sarguroh Nationality : India  
Valid Driving License: India, U.A.E & Muscat (Light Vehicle)

Qualification :

Bachelor Of Arts (Mumbai University- June-1992)

Professional Qualification:

Ms office Ms Excel  
Ms Power point  
Ms Out look & internet surfing

ACTIVITIES

Jogging ,Cricket , Music and Traveling