

# SAJID ABBAS



## Highlight

- Quick learner with good problem-Solving skills.
- Ability to rationalize client Requirements.
- Ability to work under pressure and Time constraints.
- Good client communication Networking & lead generation
- Results oriented & self-motivated Natural leader & Team building
- Hard negotiator & Lateral thinker Creativity & business acumen

## Education

Diploma in Process Piping & PDMS :  
PIPING ENGINEERING – 2015  
PETROCON, MANGALORE,  
KARNATAKA

Diploma in Engineering :  
MECHANICAL ENGINEERING- 2014  
PACE UNIVERSITY , MANGALORE ,  
KARNATAKA

## Summary

Accomplished professional with 9+ years of experience in Sales & marketing , Administration and Business Development in corporate environment with Proven Track record in every aspect

## Experience

SOUNDLINES GROUP HR CONSULTANCY WLL  
HR ADMINISTRATOR JULY-2022-PRESENT

- *Identifying future hiring needs and developing job descriptions and specifications.*
- *Collaborating with department managers to compile a consistent list of requirements.*
- *Attracting suitable candidates through databases, online employment forums, social media, etc.*
- *Conducting interviews and sorting through applicants to fill open positions.*
- *Assessing applicants' knowledge, skills, and experience to best suit open positions.*
- *Completing paperwork for new hires.*
- *Promoting the company's reputation and attractiveness as a good employment opportunity.*
- *Managing internship programs.*
- *Keeping up-to-date on current employment legislation and regulations and enforcing them within the company.*
- *Providing recruitment reports to team managers*

DUKKANTEK SOFTWARE SOLUTIONS WLL  
ASSISTANT SALES MANAGER FEB 2022-JULY2022

- *Recognize the needs of the consumer and provide detailed information to the consumer about the technical specifications of the computer software offered by the company.*
- *Investigates new items and makes recommendations for purchasing products.*
- *Checks inventory to ensure orders are in stock*
- *Takes orders over the phone and in person.*
- *Advises customers on technical matters and recommends appropriate computer configurations.*
- *Solicits information about computer needs from customers.*
- *Negotiate price for the sale.*
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10<sup>th</sup> SSLC : - 2010

INTERNATIONAL INDIAN SCHOOL AL  
JUBAIL , SAUDI ARABIA

## Skills

- **Computer Skills**
- **Microsoft office :excel , word etc**
- **Graphic design**
- **Content Creator**
- **Sales & Marketing Skills**
- **Research &Data Analysis**
- **Email Marketing**
- **Digital marketing**
- **Social Media Marketing**
- **B2B Marketing**
- **Customer Relation Management**
- **Public Speaking**
- **Negotiation**
- **Lead Generation**
- **Customer service Skills**
- **Interpersonal skills**
- **Leadership Skills**
- **Management Skills**
- **Problem - Solving Skills**
- **Adaptability**
- **Teamwork**
- **Emotional intelligence**
- **Time management**
- **Critical thinking**
- **Motivation**
- **People management**
- **Business Development**
- **Strategic Management**

## Driving license

- *Provide technical support after merchandise is purchased.*
- *Construct sales pitches and presentations.*
- *Travel to areas where needs are projected.*
- *Stay abreast of market trends.*
- *Assist with the company helpline.*
- *Serve as a customer service rep for customers who have questions or difficulties.*
- *Demonstrate product features before a sale.*

HINDS AL LAIL GEN CONTRACTING EST.

MARKETING MANAGER AUG 2017 – JUL 2021

- *To quickly and responsibly build a profitable and sustainable ecommerce business*
- *That will compete effectively with similar stores in its market as well as complete*
- *With Amazon, Noon and other marketplaces*
- *Develop long and short term strategies and tactics for growth*
- *Develop brand and messaging to attract and retain customers.*
- *Develop and manage budgets for marketing, operations, and technology.*
- *Develop and manage supply chain to ensure continuity and maintain margins.*
- *Recruit, manage, and develop personnel to support business growth Develop a culture of success and employee satisfaction*
- *Manage operations to ensure customer satisfaction. Meet revenue and profit Target's*

INTEGRATED TECHNICAL TRADING EST, DAMMAM, SAUDI ARABIA

BUSINESS DEVELOPMENT EXECUTIVE FEB 2016 -MAR2019

- *Research potential vendors and negotiate prices. Work with management to identify supply needs. Record and assess all materials quality, movement, and expenditure.*
- *Manage the distribution of supplies in the organization. Monitor inventory levels and access to the material. Oversee and support subordinates and new employees.*
- *Prepare and file detailed records on procurement activity, quantity, and vendors.*
- *Develop marketing strategies for projects, including company websites and social media*
- *Work closely with the sales team on program development and implementation*
- *Create and execute lead generation programs Analyze data to determine campaign efficiency*

ARVIND MANPOWER SOLUTIONS (AMS)

DAMMAM, SAUDI ARABIA

BUSINESS DEVELOPMENT EXECUTIVE APR 2015-DEC 2015



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## Languages

- **ENGLISH**

Advance professional proficiency

- **ARABIC**

Intermediate Professional proficiency

- **HINDI**

Intermediate Professional proficiency

- **MALAYALAM**

Native & Bilingual Proficiency

- **TAMIL**

Intermediate Professional proficiency

- **KANNADA**

Intermediate Professional proficiency

## Personal Details

- **CPR NO** : 940248433
- **Passport No** : Z5937884
- **Date of Birth.** : 16<sup>th</sup> Feb 1994
- **Martial Status.** : Single
- **Nationality.** : Indian
- **Driving license** : Yes

- Interviewing and assessing prospective applicants and matching them with vacancies at client companies
- Screening candidates and drawing up shortlists of candidates for clients to interview
- Organizing interviews and selection events
- Making arrangements for the advertisement of vacancies
- Helping applicants to prepare for interviews
- Building and maintaining relationships with clients
- Maintaining records of candidates and clients
- Identifying potential new clients and acquiring their business

### ARABIAN PIPE COATING COMPANY (APCO)

AL JUBAIL, SAUDI ARABIA

PIPING QC DEC 2013 – FEB 2015



- Executes the specific inspections on materials, equipment and construction/installation activities onsite.
- Issues the relevant Quality Records and, when necessary, write and send to Quality Control Supervisor non-Conformances reports.
- Control of storage and certification of consumables.
- Performs qualifications of coating processes. & Checks surface preparation.
- Checks and records atmospheric conditions prior to starting of painting operations.
- Carries out wet and dry film thickness checks.
- Monitors observations of the correct coding cycles.
- Verifies the correct color-coding and painting. & Performs visuals inspections.
- Performs adhesion testing. & Performs penetration testing.
- Evaluates impact testing. & Performs visual checks after blasting

### KING FAHAD COMMERCIAL PORT, AL JUBAIL, SAUDI ARABIA SUB TANK.



MECHANICAL TECHNICIAN AUG 2013– NOV 2013

- Assisting the mechanical engineer with mechanical design and maintenance tasks.
- Installing and performing diagnostic tests on mechanical systems.
- Developing and implementing mechanical maintenance plans to prevent costly equipment breakdowns.
- Troubleshooting mechanical malfunctions and breakdowns, as well as performing repairs.
- Documenting processes and maintaining mechanical service records.
- Monitoring the availability of parts and replenishing supplies.
- Optimizing mechanical efficiency by adjusting machinery and equipment settings.

## Declaration

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.