





HUZEFA RAJKOTWALA


Sales Manager

PERSONAL INFORMATION

 : huzefa.rajkotwala@rediffmail.com

 : +971-50-3441750

 : Dubai, UAE

 : [linkedin.com/in/huzefarajkotwala](https://www.linkedin.com/in/huzefarajkotwala)

KEY SKILLS

- Territory Management
- Key Account Management
- Business Development
- Marketing
- Supply Chain Management
- Leadership
- Organizational
- Interpersonal
- Customer Relationship Management
- Sales Process Strategy
- Creative Thinking

COMPUTER SKILLS

- Microsoft Office trained
- Knowledge of ERP systems

INTEREST

- Volunteer Work
- Travelling
- Fitness (Yoga)

SUMMARY

Highly enthusiastic, self-driven sales professional with over 17 years of UAE experience in strategic selling, sales process with strong combination of creative and analytical capabilities and B2C experience. Driven with a zest of developing strong business relationship with clients and improving sales and revenue in order to meet company's objectives.

WORK EXPERIENCE

ULMATEC SERVICES LLC

Sales Manager (Sept. 2014 - Current)

- » Forecasting yearly sales budgets, setting sales objectives in line with company's objectives, implementing sales strategies primarily focusing on building new clients and also maintaining existing clients.
- » Business development for engine overhauling services, governor services and automation services for maritime customers mainly within Middle East, Far East Asian and European countries.
- » Account management for **Heinzmann Group** and **Regulateurs Europa** products and services required for industrial and marine applications.
- » Promoting and generating leads for other agency products such as **Sperre** (Air Compressors), **Tamrotor Marine Compressors** (Screw Compressors), **Air Products** (Nitrogen Systems), **Maritime Partners** (Fast Rescue Boats), **PG Flow Solutions** (Pumps), **IMS** (Water tight doors), **Finnoy** (Gearboxes), **Brunvoll** (Thrusters).
- » Accelerated **50 new clients** in **2015** and consistent in achieving yearly sales targets growing by **5-10% p.a.** to attain higher gross profit revenue.
- » Mentoring and monitoring sales assistant and estimator for day to day client coordination, company registration process at client(s) office, handling product enquiries, preparation and execution of quotations for both products and services and follow-up status.
- » Liaise with operations/logistics, technical and invoicing department to excel support in meeting customer's objective.
- » Attending overseas product sales training and participating in trade fairs and exhibitions.
- » Generate monthly sales reports as per market intelligence considering market trends, competitors and customer feedback for further review with Managing Director.

GOLTENS CO LTD

Sales Engineer (June. 2008 – Aug. 2014)

- » Dynamic increase in sale of Woodward products (governors & controls) with an average growth of **30%** per year across **2008 to 2012**.
- » Successful in meeting company's objective by exceeding sales forecast.
- » Resourceful in planning and operational setup for distributorship of **Castrol** marine lubricants and exceeding the sales budget for **AED 6 million (2013)**.

LANGUAGES KNOWN

- English ●●●●●
(Business Fluent)
- Hindi ●●●●●
(Advanced)
- Gujarati ●●●●○
(Native)

ACHIEVEMENTS

- **2012** - Promoted within Goltens's trading department to manage **Castrol marine lubricants**.
- **2007** - Promoted as a sales support executive for **Cummins power generation** division.

DRIVING LICENSE

- Valid UAE Driving License

VISA STATUS

- Transferable Employment Visa

- » Process oriented in sales management, maintaining existing and developing new clients.
- » Selling other marine products such as **ITW** (Chockfast), **TDI** (Air Starters), **Yanmar** (engine spares), **Obel-P** (Injection Pump) within the trading division.
- » Responsible for sending competitive offers and persistent follow up with clients on active quotations.
- » Proactive approach in order management and follow up on outstanding payments.
- » Generate sales report for further assessment and discussion with the Sales Director.

CUMMINS MIDDLE EAST FZE

Logistics Supervisor/Sales Support Executive (Apr. 2005 – May. 2008)

- » Skillful logistics planning to reduce freight budget by **5-7% per annum**.
- » Supervising, managing and mentoring a team of **5 subordinates** within the department.
- » Strategically assigning job profile to each individual to ensure productivity.
- » Pursuing customs procedures for Free Trade Zones and other port authorities.
- » Report to Supply Chain Manager for all logistic matters.
- » Prompt execution of sales enquiries and quotations for power generation division and reporting to General Manager effective Feb, 2007.
- » Communicate and liaise with Supply Chain department to ensure operational efficiency.
- » Follow up on order status and update clients on daily basis.

BAKELITE GENERAL TRADING L.L.C

Customer Service and Sales Support Executive (Feb. 2003 – Mar. 2005)

- » Customer service support for distribution of chemicals, pigments, resins, polycarbonates for key customer accounts in Middle East / GCC region.
- » Follow on order management process as per **General Electric's** guidelines.
- » Notify clients about their order status at various intervals.
- » Interface with shipping companies for logistical activities.
- » Knowledge on Import & Export Letter of Credit.

EDUCATIONAL QUALIFICATION

2002 - Post Graduate Diploma in Advertising and Marketing
Xavier's Institute of Mass Media Communications, Mumbai, India

2001 - Post Graduate Diploma in Foreign Trade
World Trade Centre, Mumbai, India

2000 - Bachelor of Commerce
University of Mumbai, India