

# ABDULLAH SAYYED

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## PROFESSIONAL SUMMARY

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Motivated and performance-driven sales professional with over 1 year of experience in financial services and trading. Adept in client relations, sales execution, and team coordination. Seeking a challenging role in **KSA** to contribute my skills in a dynamic and growth-oriented environment.

## WORK EXPERIENCE

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### **Allyship General Trading & Marine Services| Abu Dhabi/UAE**

**Business Development & Procurement Executive| July 2024 – Present**

#### **Business Development Responsibilities:**

- Developed and managed B2B/B2C client accounts in the UAE and GCC, specifically in marine equipment and general trading.
- Generated leads, created quotations, followed up on inquiries, and closed deals across sectors including logistics and oil & gas.
- Presented proposals, negotiated pricing, and built long-term relationships with clients and stakeholders.
- Achieved consistent growth in inquiries and sales by optimizing outreach and client engagement strategies.
- Coordinated with internal teams and vendors to ensure accurate, on-time delivery and service fulfillment.
- Contributed to digital marketing efforts (LinkedIn, WhatsApp Business, email) to drive visibility and lead generation.
- Regularly prepared sales reports, forecasts, and performance summaries for senior management.
- Participated in pre-tender and client pitch meetings, assisting in preparing customized commercial offers.

#### **Procurement Responsibilities:**

- Handled sourcing and purchasing of marine and industrial equipment from local and international suppliers.
- Identified and negotiated with vendors for competitive pricing, lead times, and credit terms.
- Processed purchase orders, monitored supplier performance, and ensured timely delivery and quality compliance.
- Coordinated between sales, procurement, and logistics departments to streamline procurement cycles.
- Maintained and updated supplier databases, product catalogs, and inventory availability.
- Ensured compliance with company procurement policies and client-specific requirements.
- Assisted in preparing tender documentation including material costs, supplier quotes, and delivery schedules.
- Built strong vendor relationships, resulting in cost savings and improved procurement efficiency.
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### **HDFC Bank | Navi Mumbai/INDIA**

**Sales Executive – Home Loans| October 2023 – June 2024**

- Promoted and sold home loan solutions to both salaried and self-employed individuals through direct sales, field visits, and channel partners.
- Handled end-to-end loan processing — from lead generation, application submission, document verification, to final disbursal.

- Regularly updated and maintained customer interactions and lead status in the **CRM system**, ensuring accurate sales tracking and follow-up.
- Coordinated with internal departments such as credit, legal, and operations to ensure timely processing and customer service.
- Consistently achieved **85–90% of monthly sales targets**, showing a strong track record in converting leads into approved loans.
- Built strong partnerships with **real estate agents, builders, and DSA (Direct Selling Agents)** to drive lead flow and market penetration.
- Assisted in **collections follow-up**, especially for initial processing fees or overdue pre-EMI payments, coordinating with clients to ensure timely clearance.
- Ensured compliance with regulatory norms, internal policies, and customer satisfaction benchmarks.
- Provided post-sale support to clients, including EMI schedule clarification, document collection, and grievance resolution.

## EDUCATION

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Post Graduate Diploma in Management (PGDM – Finance), Welingkar Institute of Management (MUMBAI) (2023)

Bachelor of Management (BMS Finance), Mumbai University (2021)

## CERTIFICATIONS

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**Sales & Business Development Training**, Alison (2024)

## SKILLS

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- Sales Team Support & Supervision
- B2B/B2C Sales Strategy
- Lead Generation & Client Acquisition
- Financial Product Knowledge
- CRM Tools (Salesforce, Zoho basics)
- Trading & Marine Services Awareness
- Communication & Negotiation
- ERP Knowledge (Tally, Oracle JD etc.)
- Fluent in English, Hindi, Marathi
- Basic Arabic (Preferred in UAE)

## ACTIVITIES AND INTERESTS

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- Exploring new markets and business development trends
- Attending trade expos and B2B networking events
- Reading about finance, global trade, and entrepreneurship
- Practicing **combat sports such as MMA and boxing** for discipline and focus
- Learning basic Arabic for business communication