



Muhammed Shahil

Business Development Executive

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📍 Dammam, Saudi Arabia

📅 11/04/1998

🚩 Indian

🛖 Transferable Iqama

🕒 Joining: Immediately

Career Objective

I am a 2023 MSC International Business Management graduate from Anglia Ruskin University with an undergraduate degree in Bachelor in Commerce from Calicut university and graduated in Computerised Accounting Diploma from IIA Bangalore. Currently looking for a job to learn and grow my skills and talent.

Professional Experience

Business Development Executive (Team Lead), Epos Direct Europe LTD

05/2023 – present
London, England,
United Kingdom

- Strategized with sales teams to prospect and qualify potential customers within assigned geographic territories
- Developed and implemented value-adding strategies to increase product and service profitability
- Generated new leads through networking at industry conferences and events.
- Delivered innovative presentations to executive decision makers.
- Launched new products with exceptional campaign planning.
- Forecasted sales and market trends to improve business strategy.
- Managed 7+ sales staff to deliver on company targets.
- Trained new staff to efficiently manage sales pipeline.

Property Consultant, English Channel Homes

11/2021 – 01/2023
London, England,
United Kingdom

- Identified feasible, cost-effective technological solutions to achieve client-specific business objectives.
- Maintained consistently smooth buying and selling processes through meticulous attention to detail and proactive communication.
- Provided expert property purchasing advice to prospective buyers, building continued client trust and loyalty.
- Continually monitored market trends and demographics to provide the most relevant, up-to-date financial advice.
- Accurately and efficiently prepared thorough documentation for smooth-running buying and selling processes.
- Offered continued financial advice to clients, providing support and reassurance throughout complex financial processes
- Organized remedial work and check-out reports for tenancy terminations.
- Acted as main point of contact for tenants, contractors and third party agents.
- Explained terms of lease and amounts to be paid to tenants.
- Conducted routine inspections in line with proper procedures and within agreed timescales.
- Facilitated smooth occupant changeovers by forwarding meter reading and liaising with utility companies.
- Established key relationships with potential leasers and renters.
- Assessed portfolio of properties to guarantee compliance with industry regulations.
- Answered emergency enquiries, booking relevant contractors and recording incidents following best practice

- Vetted potential tenants by assessing bank statements, verifying identification, and contacting references.
- Coordinated with maintenance for required repairs.
- Maintained attractiveness and appealing facade to gain potential tenants.
- Collaborated with security personnel to install security devices and comply with safety measures.
- Resolved maintenance issues in line with relevant procedures.
- Posted vacancies online and distributed flyers in community to attract potential tenants.
- Reported suspicious activity and violators to management.
- Implemented proper guidelines and procedures to maintain standards.

Business Development Manager, Ojin Estate Agency

01/2020 – 08/2021
Kozhikode, Kerala,
India

- As a business development manager, my primary focus was driving sales through leads generated from strategic partnerships that I developed and nurtured
- Key responsibilities
- Developing and implementing new strategies to increase sales
- Managing a sales team of 10 and a distribution network with 30+ retailers
- Monitoring supply and demand, competitor offers and costs to determine and adjust selling prices
- Leading and motivating a sales team to develop customer relations, increase sales revenue
- Designing programmes to improve customer satisfaction and loyalty
- Monitored customer buying trends, market conditions and competitors to adjust sales strategy and sales goals
- Grew engagement, interaction and reputation through multi-platform campaigns for outstanding levels of client satisfaction
- Handled customer relation issues, enabling quick resolution and client satisfaction
- Meeting with new clients to increase sales
- Managing the inventory.
- Grew engagement, interaction and reputation through multi-platform campaigns for outstanding levels of client satisfaction.
- Collaborated with cross-company departments, developing new strategies to capitalise on emerging customer trends.
- Closed complex, lucrative deals with new customers.
- Contacted and converted potential customers via telephone, email and in-person enquiries.
- Maintained client records in bespoke CRM systems, ensuring streamlined data processes for maximum efficiency.
- Generated leads to bring in new client revenue and improve bottom-line profitability.
- Coached team to build client relationships and exceed sales targets.
- Secured new commercial opportunities by strengthening sales pipeline with senior business teams.
- Designed strategy to win new business and maximise selling opportunities among existing clients, achieving lucrative results.

Business Development Executive(Intern), Aufait Technologies

06/2019 – 08/2019
Bangalore, Karnataka,
India

- Building a start-up community of founders, HR specialist, insurance providers and more
- Key responsibility
- Drafting quotation for clients
- Ensuring the sales objectives is met
- Meeting with new and existing clients for business
- Overseeing the work at client's location
- Ensuring smooth running of sales activity
- Drafted documents and reports for management review

- Prioritised incoming communications to filter out basic requests and minimise disruptions.

Business Development Executive, Ojin Estate Agency

03/2016 – 01/2019
Kozhikode, Kerala,
India

- Working with the Director and supporting the team
- Improved the client feedback system in the organisation by ensuring an increase in client respondents
- Liaising with the lettings and management department with regards to administration, reference and AML checks
- Managing the company's CRM's property portal
- Progressing lets and preparing tenancy agreements
- Providing full administrative support to the Property Manager and the team
- Coordinated research and information gathering for pursuits of top opportunities
- Delivered professional sales presentations, creatively communicating product quality and market comparisons to prospective clients
- Key responsibility
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions
- supervising and monitoring the work of administrative staff. processing invoices and managing office budgets. implementing and maintaining procedures
- Oversaw office budget to responsibly allocate equipment and resources.
- Provided complete meeting support, including materials preparation and minute-taking.
- Strategized with sales teams to prospect and qualify potential customers within assigned geographic territories.
- Optimized service delivery in collaboration with distribution partners.
- Developed and implemented value-adding strategies to increase product and service profitability
- Led strategy meetings to scope project goals and reporting frameworks.
- Delivered innovative presentations to executive decision makers.
- Planned online content management and social media strategy.
- Generated new leads through networking at industry conferences and events.
- Updated business plans to reflect emerging trends and projections.
- Led cross-functional teams to create and deliver impactful marketing campaigns.
- Trained new staff to efficiently manage sales pipeline.
- Established streamlined account management and reporting tools.

Education

MSC International Business, Anglia Ruskin University

09/2021 – 04/2023
Cambridge, England,
United Kingdom

Bachelors In Commerce (Finance), Calicut University, Farook College

06/2016 – 03/2019
Kozhikode, Kerala,
India

Advanced business accounting. Microsoft excel & MIS reporting program and taxation Tally ERP 9, GST Certification course, IIA Bangalore

04/2019 – 08/2019
Bangalore, Karnataka,
India

Languages

- English
- Hindi
- Malayalam

Skills

- Core skills
- Leadership
- Customer Service
- Team Player
- Accounting skills
- Optimization tool in Excel
- Cold Calling
- Research and Strategy
- Proficient in Microsoft office, Excel, Power Point, Power BI
- Risk analysis
- Project management skill
- Collaboration skill
- Mentoring and coaching
- Customer satisfaction
- Client relations
- Budget forecasting
- Business development and planning
- Employee Management
- New Business Development
- Sales Strategies
- Real Estate Property Experience
- Property Tax Challenges
- Research Skills
- Estate Planning
- Appraisal analysis
- Measurement collection
- Market valuations
- Lender collaboration
- Continuous professional improvement
- Business-to-customer expertise
- Account development
- Cash Handling
- Stocking and replenishing