

Ahmed Rahmathullah Siddiqui

E-mail: rahmath79@hotmail.com

Mobile: +966509413590

Professional Summary

A creative and a highly motivated professional, High-Caliber Sales Analyst with more than 16 years of experience in the FMCG industry. Commercially astute & efficient to evaluate data and incorporate it into the company database. Ability to juggle multiple projects simultaneously.

Career Objective

Consummate professional seeking a position with a leading organization providing a challenging opportunity to significantly contribute to a company's efficiency, growth, and profitability utilizing my experience, capabilities, Skills and education to help in the growth of the organization and individual.

Professional Experience

*Sales Analyst/Sr. Sales Coordinator
Support Warehouses Company Ltd.*

Sep 2021 – Till Date

- Leading the Sales Process right from Sales order processing to Invoicing.
- Leading the Sales Coordination/Back-office team, thereby making sure that the orders are processed/delivered on time to the customers.
- Improving the Service level to the customers.
- Maintaining the consumption level of all the items for all customers.
- Analyzing the consumption levels for all the customers.
- Provide a detailed analysis of Sales by Customer to the Sales item.
- Provide a detailed tracker of pending items on daily basis to the senior management team so that all the required items are being provided to the customers.

*Sales Analyst
Olayan Kimberly Clark Company Ltd
Dammam, Saudi Arabia*

July 2015 – Feb 2021

- Reporting Directly to Sales Director
- Prepare Daily, Monthly Sales Dashboard at KSA level
- Prepare Daily Sales Report and other KPI reports
- Track Daily Sales Performance by Salesman
- Weekly NPI, B3 Trade Spends and other trackers
- Monthly Performance reports for Leadership team (includes Monthly Sales Review for total KSA by channel /sub channel/category/subcategory account)
- Prepare Quarterly Market Share Report Internally for the Sales Management by capturing data from Nielsen Report
- Prepare Sales analysis reports by category/channel/customer/Region
- Consolidation of ROI files from Sales Managers
- Leading the new Customer process by coordinating with the Master data team
- Support Business Analyst in his Monthly tasks
- Coordinate with the sales team and fulfil their requirements related to Sales
- Arrange Weekly Business Calls for the Sales team
- Listing Updates
- Prepare Monthly Stock Report
- Create PR/POs for Sales Fleet/Office Stationery
- Coordinate with Vendor to clear the invoices them Accounts Payable team
- Send Monthly Merchandiser's attendance/overtime to HR Payroll department

Sales Analyst
Saudi Snack Food Co. Ltd (Pepsi Co International)
Dammam, Saudi Arabia

March 2009 – May 2015

- Reporting Directly to Regional Sales Manager.
- Prepare Regional Monthly Analysis Reports (SKU, Brand and Flavor wise).
- Prepare out of Stock Report on daily basis.
- Generate Weekly Forecast
- Prepare and Maintain Daily Stock for the Region.
- Prepare RC Report on daily basis and send to Management
- Preparing Monthly Targets and Commissions for the Salesmen, alongside managing approvals with the concerned departments.
- Maintain Documentation by properly filing all the documents on time
- Managing Administrative tasks in SAP like Office Purchase Orders, Business Travels, Reimbursements etc.
- Prepare Regional Dashboard, KPI Reports, and Score Card.
- Coordinate with Finance and Logistics teams to ensure smooth operations.

SAP Support / Team Member
Saudi Snack Food Co. Ltd (Pepsi CO International)
Riyadh, Saudi Arabia

August 2008 - February 2009

- Creation of Business Process Procedures (BWs) for SD, pp and FI Modules.
- Validate Customer data for K.SA and UAE Regions
- Provide End User Training and Support for SD Module
- Well versed with SD module Transactions
- Performed the role of Super User in SAP Testing (System Integrations and User Acceptance Testing)
- Assist the IBM SD Consultants in the catch period after SAP Implementation.

Hand Held Interface Admin / Trainer
Saudi Snack Food Co. Ltd (Pepsi CO International)
Riyadh, Saudi Arabia

June 2007 – July 2008

- Setup and Installation of RP32 Software in the Hand Held Computers
- Provide On Field Training of the Hand Held to the Sales Personnel
- Provide Technical Support by solving Hand Held related issues.
- Coordinate with Technicians and make sure that the Printers have been properly installed in the Vehicles
- Generate Hand Held related reports from the Sales and Distribution system
- Upload and Download Data from and to Hand Held

Inase Administrator
Saudi Snack Food co. Ltd(Pepsi co. International)
Riyadh, Saudi Arabia

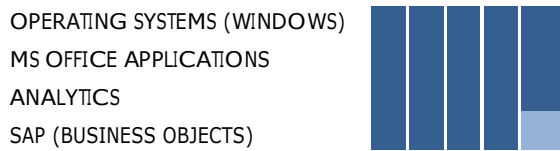
May 2004 - May 2007

- Prepare Monthly Route Volume Analysts Report
- Maintain Customer Database
- Create Update new and existing Routes
- Prepare Customer Master Files for all the regions

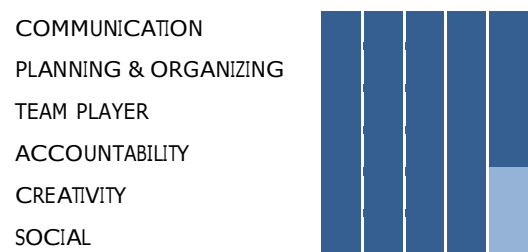
- Installation, Configuration & Administration of Windows NT/2000 Servers, DNS, DHCP, IIS & proxy servers
- Setup of Internet browsing centers and setup of LAN in Offices
- Administration of Network Infrastructure and design of Directory services
- Backup and recovery of Data
- Configuration of CISCO Routers
- Troubleshooting complex networking problems

Skills & Strengths

Technical



Personal



Languages



Professional Accomplishments

Awarded Best Analyst / Admin by PepsiCo. International

Educational Qualification

*B.E. Computer Science Engineering
Osmania University
Hyderabad, India*

June 2000



CCNA
Score – 93%

December 2003



MCP

June 2003

Projects

LAN Installation, Setup and Maintenance

Crown Computers - Hyderabad, India

Image Processing Software(Java)

Deccan College of Engineering and Technology - Hyderabad, India

Personal Information

Nationality - Indian
Date of Birth - 5th April 1979
Gender - Male
Marital Status - Married
No. of Dependents - 6
Iqama Status - Valid & Transferable
Driving License - KSA

References

Name	Company	Mobile	Email
Mohammed Mukarram	Toyota - ALJ	0563577666	mohammed.mukarram@hotmail.com