

SAHAB DEEN MOHAMED

NIFSAN

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To work for an organization that will enable me to use my strong experience skills and to promote organizational growth and development and achieve professional excellence as an individual as well as learn in a team.

SKILLS

- Good communication skills
- Ability to develop good working relationships with the staff and the customers
- Organizational skills
- Ability to observe the details and find methods to improve the publications

WORK EXPERIENCE

- **Technical Care Center, Doha Qatar**
Messenger & Driving

July 2018 to 2020

(Technical care center is one of the most Leading company in Qatar's electronics retail marker since 1990, focused on retail video game consoles, video games, smartphones, cameras, accessories plus technical supports for devices)

Duties and responsibilities:

- Review bills, invoices and purchase order
- Coordinate deliveries for repaired or returned items.
- Collect cash in every branches at the day end and turnover to the company accountant
- Filing the missing item of stocks in every branches;
- Maintained records for Delivery.
- Implemented new techniques for accurate delivery of packages.
- Deliver items, paperwork, and company product to necessary destinations
- Carry Money from and to branches from different locations.
- Monitoring loading and uploading of company products
- Document all information necessary for bank process.

- **Technical Care Center, Doha Qatar**
Retail Salesman & Messenger

Dec 2013 to November 2017

Duties and responsibilities:

- Collect cash in every branches at the day end and turnover to the company accountant;
- Carry Money from and to branches from different locations.
- Monitoring loading and uploading of company products
- Dealing with customer as well and with a good manner
- Replacing items branch to another branch
- Giving 100% customer satisfaction
- Ensuring all product items available in with stock
- Gathering market and customer information
- Assist marketing staff with store setup, merchandising, sales displays and general marketing materials.
- Maintain clean and orderly checkout areas.
- Resolve customer complaints.

▪ **Qatar Belgium Aluminum Company**
Messenger and Store Keeper

March 2007 to October 2009

Duties and responsibilities:

- Receive and record communication and other materials to be delivered, and secure information;
- Sort items to be delivered to according to the delivery route;
- Responsible for loading and unloading tools, supplies, materials, and equipment carried in or on assigned vehicles.
- Ensure safe keeping both as to quality and quantity of materials
- Maintain proper records
- Initiate purchase requisitions for the replacement of stock of all regular stores item whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof
- Issued materials only in required quantities against requisition notes/material lists and checked the book balances, with actual physical stocks and frequent intervals by the way of internal control over wrong issues.

PROFESSIONAL QUALIFICATION

- Successfully completed seven years course in **Arabic & Islamic law at GHAFUORIYYA ARABIC COLLEGE, MAHARAGAMA.(2000-2006).**
- **Al-Aalim Government Examination** Passed (part i & ii)
- Passed General Certificate of Education (**Ordinary Level**) **Examination**
- Passed General Certificate of Education(**Advance Level**) **Examination**

OTHER QUALIFICATION

- **Qatar Driving License validity : 04/06/2028**

COMPUTER LITERACY

- Obtain Diploma Course in Computer Studies at world Islamic Call Society – WICS Colombo.
- Obtained Certificate in graphic designing course at Wijaya graphics (Pvt) Ltd Peradeniya.

COMMUNICATION SKILLS

| Language | Reading | Writing | Speaking | Understanding |
|----------|-----------|-----------|-----------|---------------|
| English | Excellent | Excellent | Excellent | Excellent |
| Arabic | Excellent | Excellent | Excellent | Excellent |
| Hindi | | | Excellent | Excellent |
| Tamil | Excellent | Excellent | Excellent | Excellent |

CORE QUALIFICATIONS

- Excellent breadth of retail sales executive experience
- Excellent knowledge in IT products smart phones, Gaming Consoles and Tablet PC.
- Strong knowledge of channel sales management and direct sales principles and practices.
- Exceptional interpersonal and communication abilities.
- High knowledge of MS Office applications.

PERSONAL DETAILS

- Date of birth : 03.16.1986
- Gender : Male
- Marital status : Married
- Nationality : Sri Lankan
- Passport No : N7494279
- Qatar Residency Permit No : 28614402848
- Visa : RP with NOC

I believe my qualification will enable me to successfully assume the responsibilities of the post at your organization.

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