

# RAJIB UPRETY

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## EXPERIENCE:

Sales Executive	Sylvia Trading Doha, Qatar	2018 to till date
Sales Executive	Mandoost Trading & Contracting Est. Doha, Qatar	2011 - 2015
Office Administrator	Mandoost Trading & Contracting Est. Doha, Qatar	2005-2011

## HIGHLIGHTS:

- 10+ years experience as Sales executive with **light Qatar driving license**.
- Can **speak Arabic language** well.
- Problem solving and decision making skills
- Excellent communicator with great interpersonal skills.
- Proactive; self-motivated attitude to help customers.
- Fast-learner; can understand product descriptions and key selling points quickly.
- Perfect sales personality; friendly, patient, persuasive, pleasant disposition, with a positive attitude.
- Computer literate; knowledgeable in MS-Word.

## SALES EXECUTIVE: RESPONSIBILITIES

- Personally liaising with corporate clients.
- Responsible for ongoing company mission statement and branding
- Team supervisor ( between 20 to 30 sales team )
- Promoting ongoing training and in house seminar.
- Face to face sales meeting with customers (product presentation).
- Precedes customer's payments by cash and cheque.
- Brands Development and product presentation.
- Prepares for promotions by rearranging stock, adding signage and retagging merchandise.
- Follows latest trends in order to provide up to date information from customers.
- Communication with upper level executive and sales Manager
- Client relations Manager (Both business & Individual.

## OFFICE ADMINSTRATOR: RESPONSIBILITIES

- **Documentation (Controlling) Accounts:** -Documentation & controlling jobs primarily tend to be office based & require having an excellent communication, organization, time management & diplomatic skills. It involves taking care of all activities of clerical jobs in systematic manner & to carry our plans, policies & procedures of organization to run company in reputed manner. The work such as (Making Invoice, filing, arranging data's in computers) falls under my job.
- **Purchasing:** - Purchasing refers to pursue or to obtain any goods by seeking mechanical advantages to the company.
- **Manpower Record ( New Coming, Vacation, Cancellation):** - We have got large numbers of employees working in our company we need to keep record of each and every workers either they are present or absent for the calculation to make their time sheets. We need to submit it daily in our Head office for the correct calculation of total manpower working in a site keep record of new employee joining recently in the company or those who are going in vacation or in cancellation for their better movement.
- **Daily Manpower & Equipments Reports:** - I prepare Daily Manpower & Equipments Report daily find out the actual manpower working in a site in one day, I too need to find out the actual

Equipments reports because there are lots of vehicles working in our company I have to find out the number of working vehicle inside the site & outside the site & deliver it to Head office daily through E-mails.

- **Material Controlling (input and output):-** We have systematic way of delivering materials goods to different sites. Until and unless we didn't receive any request from any sites we cannot deliver any materials goods. So I m responsible for sending of each and every materials items that goes from our Yard to different sites & materials that comes from other's site to our Yard.
- **Transportation:-** The fastest means for transfer of goods and materials from one place to another within a short period is known as materials delivery, transportation for taking people for medical checkup, finger print etc. Recently we have 75 vehicles in the company so I shall look after transportation in all aspects. Also in am involve for looking after transfer of material to all sites. Quick delivery of materials to the entire site without any delay falls under my Transportation. Transportation should be done in a very quick & fast manner such as (Medical, Airport, Finger Print Employee's) I shall look after all the transportation of our company. Transportation for responsibility.

### PERSONAL DETAILS:

Date of Birth : 10 June 1986  
Gender : Male  
Nationality : Nepali  
Marital Status : Married  
Passport : 07434464  
Education : 12<sup>th</sup> standard passed  
Address : Doha, Qatar.

### LANGUAGE KNOWN

English/Hindi/Nepali- Read, Write, Speak

Arabic – Speak