



Khalid Qureshi

Mumbai - India

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ABOUT ME

I am an efficient and confident sales executive with demonstrated experience of working in the logistics and supply chain industry. My experienced helped me develop expert knowledge of the sales process and supply chain. I am highly motivated to continue learning and improving my craft.

- D.O.B: 14/03/1979
- Sex : Male
- Religion : Islam
- Nationality: Indian
- Passport Number: V 83647 96
- Passport Expiry : 11/07/2031
- Passport Issued: Doha - Qatar
- Qatar Driving license : 06/02/2027
- Current Location : India

SKILLS & PROFICIENCIES

- Account management
- Strategic and social selling
- Customer Service
- Human Resource Management
- Cooperation and Teamwork
- Administration & Control
- Adaptive and fast learner
- Flexible and work under pressure
- Familiar with PC's and PC based Applications and can handle them very confidently.
- Operating System: MS-Windows, MS-DOS
- Microsoft Applications: MS-Office (word, excel, power-point and internet).
- Excellent Driving Skills
- 10+ years of experience in Driving.

EDUCATION

- H.Sc. - Higher Secondary School with specialisation in Commerce in 1996 - 1997 [English Medium]
- S.Sc. - Secondary School in 1994 - 1995 [English Medium]

LANGUAGES

- English
- Hindi
- Marathi
- Urdu
- Arabic ("intermediate")

WORK HISTORY

Entrepreneur : September 2022 till Date

At Al Seham Trading and Contracting, Doha - Qatar as a PRO (Public Relations Officer) cum Manager - from October 2019 to July 2022.

Duties & Responsibilities:

- Keep abreast with changes in Qatar Legislation and Current Affairs, Qatar Labor Law, and Qatar Immigration Procedures and Policies.
- Prepare all formal letters and all document required using
- Qatar E-Government software's (Hukoomi, MOI, Metrash2, MEC, E-contract).
- Prepare all documents/correspondence to various government offices in professional manner.
- Ensure and coordinate the medical, fingerprint, and visa stamping of the staff and labors.
- Maintain absolute confidentiality of company and employee records.
- Monitor and continuously seek to understand commercial environment, local trading patterns, competitor activity and market trends in the retail sector and their impact .

At Integrity Trading and Contracting Company, (a Civil Construction Company), Doha, Qatar as General Supervisor from November 2016 to September 2019.

- Reporting to Customers and Site-Visit Reports
- Supervision of Labour and Work Performed
- Administrative work from Company Staff and Labourers
- Transporting Materials/ Staff to various contract sites in Qatar.

At Snack Attack (a Family Owned Restaurant) Kalyan, India as Owner from December 2011 to OCTOBER 2016.

- Handling Daily Operations
- Managing Staff, Food Quality, Stock & Supplies
- Counter Sales, Home Delivery and Collections

At Al-Sahem Trading and Contracting Company, (a Wholesale Business and Civil Construction Company), Doha, Qatar as Salesman cum Driver from May 2007 to October 2011

- Getting Purchase Orders from Retail Customers
- Preparing Invoices and Follow-up for Payments
- Administrative work from Company Staff and Labourers
- (Liasoning - Visa Renewal/ Entry & Exit Formalities)
- Transporting Materials/ Staff to various contract sites in Qatar.

At Britannic Water Treatment Co. (Dealers of Water Resources International, Phoenix, U.S.A.),

Doha, Qatar as Salesman from November 2005 to October 2006

- Conducting Outdoor Sales (Door to Door Knocking)
- Performing Product Demonstration
- Coordinating After Sales Service
- Preparing Invoices and Handling Cash Collections
- Preparing Monthly Sales and Stock Reports

At LifeStyle International Pvt. Ltd. (a Garment Retailing Outlet), Mumbai, India from August 2002 to July 2005 as Salesman (Counter and Outside Customers)

- Attending and Visiting Customers
- Preparing Invoices and Follow-up for Payments
- Stock Records & Maintenance
- Preparing Monthly Sales and Stock Reports

At Piramyd Mega Stores (a Departmental Store), Mumbai, India from March 1998 to July 2002 as Counter Salesman

- Attending to Customers
- Preparing Invoices
- Stock Records & Maintenance