** Sajid Ansari**  ansaree12@gmail.com

 PH: +974 7729 2607

DOB: 25 JULY 1996

**Objective:**

Looking for the career opportunity that both challenging and reward in your highly reputed company.

**Key Skill:**

* Data entry skill
* Software and hardware pc problem shouting
* High typing speed and accuracy
* Communication
* Teamwork
* Problem solving
* Leadership
* Organization
* Self-motivated
* Ability to work under pressure
* Creativity.

|  |  |
| --- | --- |
| **AUTO SITE SPARE PARTS CENTER, QATAR****Job title**: Sales executive  | **1stSept 2020 to 28 Feb 2023** |

**Duties and responsibilities:**

|  |
| --- |
| • Understand Agriculture machinery operations and parts / consumables• Check all parts in parts catalog and manuals as per equipment model and serial number• Assist all customers (retail and workshop) in selecting required parts in a professional and efficient manner.• Informs customers of companion parts requirements and specials and ensures that the customer is exposed to the full product line.• Answer phone calls, providing price quotes and other information in professional manner.• Provides high level of service to internal and external customers• Notifies Parts Manager of out of stock part or shop materials that need immediate attention.• Notifies the service advisor and the customer when special ordered parts have been received.• Follow up on back-ordered parts from supply chain team.• Assist outside sales representatives with their orders.• Make sure all internal requests for parts are posted and goods movement is done.• Ensures that all customers receive their copy of the invoices and sign receiving of goods• Issues credit for parts returned, ensuring that the original invoices or its number is available so that the purchase and pricing can be verified.• Update technical knowledge by reading all the technical reports from suppliers and knowing the new update information in the EPC.• Keeps orderly records of all parts orders from workshop• Sets up orders for daily shipment, delivery or pick up• Participate in approved training programs and keep himself undated with units sold from sales department.• Maintain professional appearance and carryout any temporary assignments assigned by manager |
|  |

|  |  |
| --- | --- |
| **FIXINGS TRADING CO. QATAR** **Job title**: Showroom incharge  | **10thoct 2016 to 30 july 2020** |

**Duties and Responsibilities:**

* Supervise all sales and marketing activities in the showroom.
* Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work
* Prepare invoices, reports, quotation, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
* Compare prices, certifications, lead times and negotiate with suppliers
* Prepare then issue purchase orders
* Provide quality service by enforcing quality and customer service standards.
* Contact and send order to supplier if stock less
* Supervise cash and payment systems in accordance with company procedures and policies.
* Supervise costs and overheads, and all factors affecting the profitable performance of the showrooms.
* Supervise all stock movement activities: in/out, transfer, sales etc and responsible of showroom stock in a way to eliminate stock shortage and perform stock replenishment in an efficient manner and on due time.

**Academic Qualification**

|  |  |  |
| --- | --- | --- |
| **Highest Academic Qualification** | **Board** | **Passed Year** |
| High School  | Prabhat Secondary Boarding School | Year Completed:2012 |

**Technical Institutional Course**

**Software course**

MS-Office Package in MS-word, MS-PowerPoint, MS-Excel, Database Management, Tally & ERP Software Well Use User, Equal opportunities training.

**Hardware Courses:**

Computer Fundamental, Command Prompt, Assembling Computers Components, OS (Operating System Installing), Troubleshooting etc.

**Language Known:** English, Nepali, Hindi

**Nationality:** Nepali