

CURRICULUM VITAE

NAME: -RASHEED SALAM SAADI S/O SALAM SAADI

Contact No: +974-55905901

EMAIL ID: rashidsaadi007@gmail.com

Career Objective:

Want to obtain a challenging and interesting position of Data Entry Operator, where my professional and executive experience will come into use.

Professional Overview:

1. Over 4 years of experience in Document controller cum Accountant, Channel Management and Relationship Management. **(TALEB GROUP OF COMPANY)-QATAR**
2. Worked as a Sale Executive in **(POPLEY JEWELLERY IN DUBAI DEIRA GOLD SOUK)** for the period of 2YEAR-DUBAI
3. Proficient in assigning administration providing necessary assistance and ensuring achievement of the organizational revenue targets in budgeted parameters. Demonstrated skills in team management coupled with excellent organizational ability.

Areas of Expertise/Exposure:

Operations:

- ☐ Identifying and networking with financially strong and reliable clients, resulting in deeper market penetration and reach.
- ☐ Mapping & relationship building with key decision makers to achieve the best customer support.
- ☐ Preparing official documents – Balance sheet, P&L account, Creditors & Debtors List, Quotations and Bill making

Professional Credentials:

- ☐ Handling and keeping confidential data
- ☐ Preparation of Financial statements
- ☐ Documentation and Filing
- ☐ Preparation of Log Sheets for Submittals and Receiving.
- ☐ Documents Preparations and Filing.
- ☐ Updating Branch Account Details.
- ☐ Provide customer service support.

- ☐ Provide leave sanctioning to the employees.
- ☐ Al Watan contracting and trading co. (Taleb group of companies) Doha, Qatar Joined on 14th February 2019 To 20th February 2021
- ☐ Qatar Tractor & Equipment co. (Taleb group of companies) Doha 22th February 2021 and currently working.
- ☐ Documents Preparations and Filing
- ☐ Quotations, Invoices and reports making
- ☐ Maintaining inventory details

Academic Credentials:

- ☐ Graduation in Bachelor of commerce From MS JUNIOR COLLEGE, HYDERABAD-INDIA
- ☐ SSC Completed from Board of Secondary Education
- ☐ Intermediate Completed from Board of Intermediate

Computer Knowledge:

- ☐ Windows OS
- ☐ Microsoft Word, Excel and Power Point
- ☐ Internet Applications (Web based accounting software)

Languages Known: English, Arabic and Hindi

Personal Data:

Date of Birth: 28-08-1987

Sex: Male

Nationality: INDIAN

Marital Status: Married

Passport Details: Passport No: S7784125

Place of Issue: Doha Date of Expiry: 04-12-2028

This is to certify that the above-mentioned facts truly define my qualification, my experiences and my professionalism and I am undersigned below.

Sincerely