



## SHANIF MAHAMOOD

Sales / Operation Executive.

Highly-motivated sales professional with 10+ years of experience in providing expertise in strategic lead generation, sales presentations, effective liaising, enterprise sales strategy, creative marketing, and category supervision across diverse sectors.

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Current Location: Al Sadd. Doha, Qatar.

Driving License: Qatar

Gender & Age: Male, 38

Marital Status: Married

Nationality: Indian

Visa status: Work Visa with NOC

Languages: English, Hindi, Arabic & Malayalam

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### SKILLS & COMPETENCIES

- Managerial Ability & Well Disciplined.
- Customer Relationship Management
- Operation management ability
- Positive and confident approach
- Understand customer needs
- Good team player
- Excellent communication
- Pleasing personality
- Multi-tasking skills
- Problem solving skills
- MS Office, Tally ERP
- Administration & Accounting

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### EDUCATION DETAILS

**Bachelor of Commerce** - Calicut University, India  
2001 – 2004

**Diploma in Computer Application** - Calicut University, India  
2004 – 2005

**Pre Degree in Commerce** - Calicut University, India  
2000 – 2001

## PROFESSIONAL EXPERIENCE

- **Sales Executive.** Innovation Qatar Contracting. Doha- Qatar. Period: 2021 Jan to present  
(Advertising and facility management company)
  - Conduct market research to identify selling possibilities and evaluate customer needs.
  - Maintaining and updating sales and customer records.
  - Negotiate/close deals and handle complaints or objections.
  - Assisted in problem solving and brainstorming solutions to existing concerns.
  - Setting up meetings with potential clients and listening to their wishes and concerns.
  - Monitoring customer satisfaction and collecting dues.
- **Sales Executive.** Fineway Food Supplier. Doha- Qatar. Period: 2020 July to 2020 Dec.  
(wholesale Food supplier: dealing with A&B class hypermarket, Lulu, Safari & Al Meera)
  - Ensure promotions are accurate and merchandised to the company's standards.
  - Logging and progressing all new leads / potential sales enquiries.
  - Coordinated the shipping of goods, sets up displays.
  - Achieving sales goals and collecting payment on time.
  - Visiting all market as per schedule and giving feedback on time.
- **Sales & Operation Executive.** Samash Trading Co. Manama-Bahrain Period: 2008 May to 2016 Jan.  
(Mobile accessories sales )
  - Directed achievement of sales volume,
  - Daily visiting retails shops and keeping good relation.
  - Holding current customers and finding new customers.
  - Giving market feedback to company and Dealing with wholesale customers.
  - Scanned the market, gathered data on competitor activities and get briefed on market trends.
  - Followed up on company's credit policy and facilitated fast recovery of overdue from customers.
- **Accountant cum Admin.** Echo Trading and Contracting. Doha- Qatar. Period: 2016 Mar to 2020 Jun.  
(Construction & contracting)
  - Finalization of accounts, payroll WPS bank transaction
  - Execute month end & year end closing process, Reconciliation of bank and other ledger.
  - Preparation of cash flow, income statement & balance sheet.

## DECLARATION

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I hereby declare that the above information is true to best of my knowledge and belief

**Shanif Mahamood**