

CURRICULUM VITAE



ANSEER ASAREENTAVIDA

MOB: +974 30785515

Email: anseerputhiyottil@gmail.com

DOHA, QATAR

CAREER OBJECTIVE

With over four years of experience in Sales Administration, Procurement, Marketing, and Customer Service in Qatar, I have developed a deep understanding of local companies and their needs. This journey has boosted my confidence and drive for continuous growth. My career objective is to apply my knowledge and skills to excel in a dynamic Qatar-based organization, contributing to its success while advancing my own career.

WORK EXPERIENCE

- **Izzet Trading Company** Doha-Qatar (Electrical Equipment, Building Material and Power tools) – April 2017 to 2023
 - ❖ **Sales Executive : 2020-2023**
 - ❖ Sell the Company's product or Services to customers within a given territory.
 - ❖ Receiving payment by cheques and cash from the allowed credit period
 - ❖ Conduct calls and face-to-face meetings with customers
 - ❖ Administrative Tasks: Handle administrative duties like preparing sales reports, managing expenses, and updating customer records.
 - ❖ Professional Development: Invest time in continuous learning and skill development. Sales techniques and tools evolve, so staying updated is crucial.
 - ❖ Customer Feedback: Solicit feedback from customers to understand their needs and concerns. Relay this feedback to relevant teams within the organization for improvement
 - ❖ **Sales Admin: 2017-2020**
 - ❖ Developing and implementing sales strategies to increase the number of clients
 - ❖ purchasing products or services.
 - ❖ Creating and managing client accounts and relationships to ensure that they are satisfied with their experience with the company.
 - ❖ Respond to complaints from customers and give after-sales support when requested.
 - ❖ Ensuring the adequacy of sales-related equipment or materials.
 - ❖ Contacting customers by phone or email to answer, queries and obtain missing information.
 - ❖ Maintain and update Sales and Customer Records.
 - ❖ **Procurement coordinator: 2017-2020**
 - ❖ Demonstrating in marketing together with the potential and attitude required to learn
 - ❖ Purchase goods or services that meet the quantity and quality expectations of the organization.
 - ❖ Track inventory and restock goods when needed.
 - ❖ Compare available goods with industry trends to determine appropriate pricing
- Worked as **Sales Admin** for 3 years at **Metro Tech**, a well-known firm in Electrical, and Plumbing located in Kerala – India

AREA OF INTEREST

- ③ **Sales and Marketing**
- ③ **Procurement**
- ③ **Accounts**
- ③ **Management**
- ③ **Office Admin**
- ③ **Supervising**

ACADEMIC QUALIFICATION

- ③ **GRADUATION - Bachelor of Commerce (B.Com)** from University of Calicut)Kerala – India) (2016)
- ③ **HIGHER SECONDARY - (Plus two)** State Board of Higher Secondary Education (Kerala. India) – 2008
- ③ **SECONDARY SCHOOL – (S.S.L.C)** Board of Public Examination(Kerala – India)- 2006

PROFESSIONAL QUALIFICATION

- ③ **Sankaracharya Accounts Management and Banking Allied Training (SAMBAT) – Manual & Practical Accounting, Computerised Accounting** from SreeSankaracharya Computer Center Kerala, India – 2011
- ③ **Computerized Store Management** from SreeSankaracharya Computer Center Kerala India - 2011

TECHNICAL SKILLS:-

- ③ Tally
- ③ Peachtree
- ③ Customized Software
- ③ **Microsoft Office - Microsoft Excell, Microsoft Word**

LICENSE DETAILS

- ③ Holding Valid Qatar Driving License (light-manual) date of issue 28/12/2021 - Date of expire 27/12/2026

PERSONAL DETAILS

- | | | | |
|---|-----------------|---|---|
| ③ | Passport No | : | W1617576 |
| ③ | Nationality | : | India |
| ③ | Gender | : | Male |
| ③ | Marital Status | : | Married |
| ③ | Languages Known | : | Arabic, English, Hindi, and Malayalam, |
| ③ | Visa Status | : | Transferable with N.O.C. |

DECLARATION:

I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me soon.

ANSEER ASAREENTAVIDA