

CURRICULUM VITAE

Mohamed Rimzy
Bin Mahmoud, Doha ,Qatar
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Career Objective:

To obtain a meaningful and challenging position that enables me to learn and make a significant contribution for a company that needs a multi-skilled, multi-tasking within a teamwork environment.

Committed to professionalism work on team spirit and cultural camaraderie; highly organized to work in a dynamic environment under pressure.

Personal Information

Gender : Male
Date of birth : 13.10.2001
Marital Status : Single
Visa Status : **Local Sponsorship Transfer – (NOC Available)**
Nationality : Srilankan

Experience

Ooredoo Qatar

Qatari multinational telecommunications company. Ooredoo has operations in 10 countries across World.

Sales executive (15 November 2022 – Present/Doha,Qatar)

- Meet monthly sales quotas and activity levels on a consistent basis.
- Design and implement strategies to cross-sell and up-sell services to existing customer base.
- Sold and serviced data and voice services to small and medium- sized businesses.
- Generated sales revenue via telemarketing lead groups and cold calling.
- Responded to and resolved all account disputes.
- Maintained and updated sales activity records in tracking system.

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Multilac Paint Company (Pvt) Ltd.

Largest Paint exporter and biggest paint manufacture in Srilanka. Multilac has over 7000 dealers, 20+ warehouses are established island wide.

Warehouse Assistant November 2020 till March 2022

- Arranging necessary documents for good receiving.
- Ensuring Supplier invoices are made as per the Purchase order.
- Raising receiving vouchers and scheduling unloading on priority basis.
- Coordinating with purchasing team for any disputes, mismatches or discrepancies in purchase orders versus invoices.
- Assisting for checking goods arrived in warehouse. Quality, quantity, safety, barcodes are matching with the purchase order.
- Confirming the invoice for GRN (goods received note) preparation to proceed with accounts department.
- Creation of GRN's in the system.
- Coordinating with suppliers for delays, shortages and quality of goods sent to warehouse.
- Coordinating with accounts department regarding issues pertaining to GRN, PO versus supplier invoices.
- Maintain various track sheets and log sheets using MS EXCEL.

Educational Qualification

- Passed the G.C.E Advance Level Examination in 2017.
- Passed the G.C.E Ordinary level Examination in 2020

Academic Qualification

- Diploma in ICT & English – IDM Achievers international Campus Colombo
- Participated in Business Management workshop conducted by IDM achievers • Participated in Leadership Management workshop conducted by IDM achievers
- Successfully completed diploma in Web design and Graphic design.

Sports & Extra Curricular activities

- Team captain in college Rugby team
- Team member in college Football team

None related referee - Upon Request

I declare and affirm that the above particulars are true and correct for the best of my knowledge.

M. Rimzy