
JUNAID KAPDI

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Qatar,Doha

Eager to contribute to a vibrant and challenging work environment, I am seeking a role where I can leverage my strong skills and knowledge for the growth of the organization. I bring a consistent, hard-working, and highly motivated attitude to the table. As someone who thrives on working with the public, I am excited to become a part of your team.

Work Experience

Office Assistant • National Corporation For Tourism And Hotels

Dec 2013- Oct 2014 | Dubai

- Responsible for developing a portfolio of accounts through new business development.also in charge of looking for bring opportunities and for managing the full negotiation and close process with client from start through to finish.

Duties & Responsibilities

- Dealing with customer enquires face to face, over the phone or via emails
- contacting prospective customer and discussing their requirements.
- achieving all revenue targets and objective in line with the area business plan.

Personal Assistant • The Emirates Centre For Strategic Studies And Research

Nov 2014 - May 2016 | Dubai

- As a personal assistant assists deputy director general for finance and administrative affairs and a directorial staff in administrative activities in order to save their time.the activities may includes making travel arrangements, answering important call of his behalf and take message and other documentation tasks.

Duties & Responsibilities

Performs administrative and office supports activities for multiple supervioser.duties may include fielding telephone calls,receiving and directing visitors, word processing,creating spreadsheets and presentation and filling extensive software skills are required as well as internet research abilitics and strong communications skills.

- Organize a schedule meetings and appointments
- Produce and distribute correspondence memos,letter,fax,and forms
- Develop and maintain a filing system Submit and reconcile expense reports
- Provide general supports to visitors

Documents Controller • Design Hub

Oct 2016 -Dec 2017 | Kuwait

- Handled sensitive documents with top confidentiality
- Implemented effective document control procedures
- Designed strategic filing systems for easy access
- Managed high-volume document traffic, with zero data loss
- Streamlined audits with organized record maintenance
- Ensured compliance with data privacy regulations

Van Salesman • Freshqa

Mar 2018 - Dec 2022 | Qatar

- Driving a van and selling products to customers.
- Delivering purchase orders and informing existing customers of new products.
- Increasing sales by promoting products and analyzing competitor behavior.
- Signing sales contracts, taking purchase orders, and collecting payments.
- Maintaining sales and delivery records, as well as meeting sales targets.

Documents Controller • Qotuf Food Stuff Factory

Jan 2023 - Present

- Received and registered client-provided documents for detailed engineering or construction engineering projects, including in-house generated document.
- Controlled issuance of document numbers, including maintenance of proper document registers for detail engineering or construction engineering project.
- Maintained specifically assigned project databases.
- Ensured proper document classification, sorting, filing and proper archiving.
- Reviewed completeness of documentation and prepared document transmittals.

Education

Maharashtra Board SSC Passed

SSC

Skills

- Quick Learner
- Problem Solving
- Team Building Maintaining Good Relationship

Personal Details & Languages

- Gender-Male
 - Date Of Birth-22-09-1992
 - Nationality- Indian
 - Passport No & Validity-W6060125-29-10-2032
 - License No & Validity-29235636340-14-03-2027
 - Hindi- Native
 - English - Professional
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