



## MUBEEN HUSSAIN SAHEB

ADMIN CUM SUPERVISOR

### Info

Doha, Qatar

📞 30085271

[mubeena757@gmail.com](mailto:mubeena757@gmail.com)

### Personal Details

Nationality: Indian

Marital Status: Single

Languages known: English, Hindi, Tulu,  
Kannada & Malayalam

### Personal strength

- ✓ Positive attitude towards everything.
- ✓ Sincere and honest
- ✓ Good communication skills
- ✓ Quick learning capability.
- ✓ Wonderful customer service skills.
- ✓ Capabilities to handle various situations.
- ✓ goal oriented
- ✓ Adaptability and motivation to finish the assigned work in time with accuracy

### Visa Status

Employment Visa – Transferable  
(NOC Available)

### About me

To work in challenging environment that will test me all levels and allow me to utilize my professional as well as personal skill by way of positive contribution to the organization while at the same time being resourceful, innovative, flexible & deliver result to the Best of my abilities.

### Education

**Diploma in Mobile Technician** – [Blue Bird Technology](#), Udupi, Karnataka

**Diploma in Computer Applications** - [Blue Bird Technology](#), MS Windows / XP – Udupi, Karnataka

**12<sup>th</sup>** - [S.M.S Pre - University College](#), Brahmavar, Udupi

**10<sup>th</sup>** - [Chetana high school](#), Mabukala, Udupi

### Employment History

#### [Capture Furniture Trading & Hospitality Doha, Qatar](#)

Worked as an Admin cum Supervisor

January 2023 – Present

#### [Shakti Stones Sasthan Udupi Karnataka](#)

Worked as Salesmen cum Coordinator, a firm dealing in Tiles and Marbles

March 2018 – December 2022

#### [Capture Furniture Trading & Hospitality Doha, Qatar](#)

Worked as a Salesmen cum Accountant

October 2015 – January 2018

#### [Blue Bird Technology PVT LTD, Udupi Karnataka](#)

Worked as Mobile Sales Representative and customer service

March 2013 – September 2015

### Roles and Responsibilities

- Attending showroom customers and assisting them in the proper selection in their choice of items.
- Attending showroom enquiries via email or telephone, and providing them the required support /quotations etc.
- Visiting the clients' site as and when required for measurements/Products suggestions or product installation related support.
- Suggesting and convincing the customer for the alternative products of the choices in case of inadequate availability of the same.
- Making list of the orders from the customer, providing the data to billing personnel and following up of the same.
- Co-coordinating and following up with the stores for proper delivery of the products to the customer.
- Occasional visiting and verification of the materials received at stores from the suppliers and supervising the proper storage system.
- Supervising the proper availability of the products during all the time.
- Collection of cash/Cheques from the corporate clients as and when required.
- Depositing of Cash/Cheques collections to banks and withdrawals from the Bank for supplier's payments etc. as and when required.