



**NASIM MANSOORI**

**Mobile: 55106972**

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**NOC: - Transferable QID with Valid Qatar Driving License**

To obtain a challenging position in a highly competitive & rewarding environment where my resourceful experience and academic skills will add value to organizational operations.

### **PROFESSIONAL SUMMARY**

- ❖ Over 4 years' experience in **Entire sales Functions** in KSA (2000-2004)
- ❖ **AL ISTIQAMA FURNITURE COMPANY** as Salesman since 8 years (2005 to 2018)
- ❖ **Kasmy Building Material** worked as Salesman 2019 to 2020
- ❖ **Fine Mattress Factory** worked as Sales Executive 2021 to till date
- ❖ Possesses strong presentation skills, initiative skills, interpersonal skills & ability to work within tight schedules.

### **PROFESSIONAL EXPERIENCE & JOB PROFILE**

#### ***Major responsibilities:***

- Reporting to the management.
- Providing comprehensive sales and administrative support to the Organization.
- Handling & achieving monthly sales volume as per the company norms.
- Ensure generation of adequate enquiries and monitor and improve the conversion rate of the same into prospects.
- Implement promotional activities at dealerships; formulate and implement discounts schemes; tracking of enquiries and ensure meeting of sales targets.
- Co-ordinates with after sales team to ensure maximum customers retention and ensure high level of customer satisfaction.
- Ensure that all departmental sales procedures and policies are implemented as planned and explained to staff.
- Motivate, develop, organizes, and lead a team of sales personnel to meet agreed objectives.
- Assisting the sales manager in coordinating sales activities and achievement of monthly sales target.
- Acted as a first point of contact for all sales related queries.
- Attending walk-in customers.
- Managing of delivery schedule as per delivery commitment.

## **EDUCATIONAL QUALIFICATIONS**

- ❖ SLC Pass
- ❖ Computer Diploma

## **PERSONAL DETAILS**

- ❖ Date of Birth : 30<sup>th</sup>April 1981
- ❖ Nationality : Nepali
- ❖ Religion : Muslim
- ❖ Marital Status : married
- ❖ Passport Number : 08244907
- ❖ Languages Known : Arabic, English, Hindi and Nepali.
- ❖ Fathers Name : Rajak Nadaf

I hereby declare that all the statement entered here as true, complete and correct to the best of my knowledge and Belief

Qatar

6/21/2022

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