



# FAWAZ K V

## CONTACT ME

☎ +974 30172353, +974 30018002

✉ fawazkv9@gmail.com

📍 Doha, Qatar

## PERSONAL INFO

Nationality : Indian  
Gender : Male  
Date of Birth : 17/01/1995  
Visa Status : Resident Visa

## DRIVING LICENCE

Valid Qatar Driving Licence

## EDUCATION

### Bachelor of Business Management (International Business)

Bangalore University  
Karnataka, India  
(2012 - 2015)

### Higher Secondary

State Board of Higher Secondary  
Education Kerala, India  
(2010 - 2012)

## KEY SKILLS

- Financial Management
- Document Management
- Organizational Skills
- Vendor Management
- Presentation Skills
- Project Management
- Strategic Thinking
- Attention to Detail
- Adaptability

## SUMMARY

Experienced Administration Professional and Sales Executive with **7 years** of proven success in managing administrative functions, enhancing productivity, and driving sales growth. Skilled in client relationship building, identifying opportunities, and exceeding sales targets. Strong organizational and leadership abilities, adept at handling diverse responsibilities, and dedicated to achieving operational and revenue objectives.

## WORK EXPERIENCE

### ♦ Sales Executive

**Dec 2022 - Present**

Optimum Systems  
Doha, Qatar

#### Duties and Responsibilities

- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Negotiated and closed profitable sales contracts with new and existing customers to increase loyalty and retention.
- Developed and presented valuable sales presentations to potential customers to highlight features and benefits of products.
- Researched sales opportunities and possible leads to exceed sales goals and increase profits.
- Process sales orders, coordinate delivery or services and ensure timely fulfillment to meet customer expectations.

### ♦ Covid Admin Supporter

**Apr 2022 - Nov 2022**

Hamad Medical Corporation  
Doha, Qatar

#### Duties and Responsibilities

- Maintain and update databases and records related to COVID-19 cases, testing and vaccination.
- Assist in the creation of reports and presentations for management and health authorities.
- Schedule and coordinate COVID-19 testing, vaccination clinics and other related activities.
- Maintain inventory of PPE supplies and distribute them to staff, ensuring adequate protection.
- Manage Ehteraz app's central server, tracking COVID-19 cases and enabling Bluetooth-based notifications for potential exposures.

### ♦ Clerk

**Mar 2021 - Mar 2022**

Hamad Medical Corporation  
Doha, Qatar

#### Duties and Responsibilities

- Assist in patient admission and discharge processes, including paperwork and instructions.
- Answer phone calls, respond to inquiries and direct calls to the appropriate departments.
- Collaborate with medical staff, nurses, and other administrative personnel to ensure efficient hospital operations.
- Handle patient complaints and conflicts with professionalism and empathy, escalating issues when necessary.
- Ensure accuracy and confidentiality of patient data.

## SOFTWARE PROFICIENCY

### • Ms Office

Word | Excel | PowerPoint

### • Tally. ERP 9

### • Peachtree

### • QuickBooks

### • Tradeasy

## SOFT SKILLS

- Leadership
- Team Work
- Critical Thinking
- Time Management
- Coordination
- Decision Making

## STRENGTH & QUALITIES

- Patience when dealing with others.
- Flexibility in thinking and operating style.
- Diligence in ensuring accuracy and quality in work.
- Encouraging and inspiring people to do their best.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.

## LANGUAGES

- English
- Hindi
- Malayalam
- Arabic
- Tamil
- Kannada

### ♦ Sales Executive

Aug 2019 - Feb 2021

Efficient Service  
Doha, Qatar

#### Duties and Responsibilities

- Identify and reach out to potential clients and prospects through various sales and marketing channels.
- Deliver compelling sales presentations and demonstrations to showcase the value of the products or services to potential clients.
- Set and achieve sales targets and quotas, ensuring consistent performance and meeting or exceeding goals.
- Establish and maintain long-term relationships with clients to encourage repeat business and referrals.

### ♦ Customer Service Volunteer

Oct 2018 - Jul 2019

Hamad Medical Corporation  
Doha, Qatar

#### Duties and Responsibilities

- Escort patients and visitors to specific hospital areas or departments, ensuring they reach their destinations comfortably and efficiently.
- Assist in managing and coordinating visitor flow, ensuring compliance with hospital policies and regulations.
- Assist patients with special needs, such as those with disabilities or mobility challenges, to navigate the hospital environment.
- Assist in directing patients and visitors during emergencies, ensuring their safety and well-being.

### ♦ Guest Relation Executive

Nov 2016 - Nov 2017

Sagar Hospitals  
Bangalore, India

#### Duties and Responsibilities

- Warmly welcome and greet visitors, patients and their families as they enter the hospital.
- Provide information about hospital services, directions and guide visitors to various departments and facilities within the hospital.
- Address inquiries, concerns, and complaints from guests, ensuring a satisfactory resolution and a positive experience.
- Handle administrative tasks, such as managing paperwork, maintaining records and organizing files related to guest interactions.

### ♦ Accountant

Mar 2016 - Sep 2016

Sree Sankaracharya Computer Centre  
Kerala, India

#### Duties and Responsibilities

- Maintain accurate and organized financial records, including ledgers, journals and general accounts.
- Keep track of accounts payable and accounts receivable, ensuring timely payments and collections.
- Manage payroll processes, calculate employee salaries, and ensure accurate and timely payroll distributions.
- Utilize accounting software and tools to manage financial processes and generate reports.
- Reconcile bank statements to ensure financial records match the bank's records.

## DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

**FAWAZ K V**