

# MOHAMMED MUSHTAQ



## Contact

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## Personal Details

Nationality : Indian  
Date of Birth : 15-Feb-1973  
Marital Status : Married  
Driving Licence : Valid Driving Licence [KSA]  
Iqama Status : Transferable  
Iqama Profession: General Accountant

## References

Available on request.

## Objective

I desire to join an organization that has vision for growth and advancement. I have a lot of experience and knowledge at senior capacities, which I believe would be an asset to an organization that aims for progress.

## Skills

- Computer Proficiency
- Data Analyst
- Leadership
- Management
- Problem-Solving

## Education

- ( B.Com )Bachelor of Commerce - Osmania University, Hyd. India.

## Certifications

- Microsoft Certified Professional (M.C.P) MS-Office & V. Basic.
- Certificate in Visual Basic 6.0 & Crystal Report 8.0.
- Diploma in Oracle & Developer – 8.0.
- Diploma In Ms-Office ( Word ,Excel, PowerPoint , Outlook )
- Operating Skills Windows Version 2003, 2007, 2010 up to 2016.
- Certificate in Lead Auditor For ISO -9001 :2008 from (BV) –B.V.
- Certificate in Lead Auditor For ISO -9001 :2015 from (BV) –B.V.

## Work Experience

Fifteen ( 15 ) Year's of versatile experience in the Kingdom of Saudi Arabia (KSA)

### 1) **Marketing Coordinator**

**United Electronics Company - ( Extra )- Khobar - KSA from Jan-2007 to Dec-2010.**

Extra ( UEC ) : Which is one of the leading retailers of Electronics & Home Appliance in the KSA

- Responsible For Launching and Finalizing The Campaigns.
- Organizing Seminars & Festivals Offer & Promotion Activites.
- Discussion With The Media Agencies & Implementation Of Activities.

### 2) **Data Analyst +QMR**

**Albawardi Tools & Hardware -Dammam - KSA from Jan-2011 To Dec-2014.**

**Albawardi Tools & Hardware** is a trading company specialized in sourcing materials related to Tools & Hardware & Building Materials from Local & Global Market.

- Marketing products introducing to clients.
- Developing Sales as per directions from Management & GM.
- Introducing "Cash & Credit Facility " to clients.
- Management Presentation Yearly +Sales Analysis Report

### 3) **Marketing Specialist + QMR**

**Albawardi Tools & Hardware - Dammam - KSA from Jan-2015 To Dec-2021.**

- Marketing products introducing to clients.
- Developing Sales as per directions from GM.
- Collaborate with Team to promote sales promotion programs.
- Management Presentation Yearly +Sales Analysis Report

### 4) **Inventory Sales Supervisor + Branch Manager**

**Albawardi Tools & Hardware - Dammam - KSA from Jan-2022 To Till date.**

- Work actively with management for prioritize business needs.
- Collaborate with Sales Team to achieve sales target as set for the branch.
- Oil & Gas Clients Development & Introduction To New Products Demo.
- Focus on clients requirements and commitments.