

MOHAMMED MUSHTAQ



Contact

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📍 : Bader Al-Rabie 8th St. Dammam – 31411 - KSA

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.