



MAHAMMAD JAVEED SHAIK JEEDILA

Site Supervisor

Dedicated professional with extensive experience spanning various roles, including 1 year 5 months in sales at Nouf Gallery Abha (Saudi Arabia), 5 years excelling in photography and videography at Javed Digital Studio (India), followed by 3 years 2 months as a Site Supervisor at Multi Tech Trading and Contracting (Qatar). Currently leveraging comprehensive skills as a VIP Driver at Hamad International Airport with Qatar Aviation Services. Proven track record in sales, photography, supervision, and premium customer service. Proficient in multitasking, problem-solving, and delivering exceptional results within dynamic environments.

Contact

Mobile: +919849810198 (India)

Mobile: +97470589911 (Qatar)

Email: javeddigitalstudio@gmail.com

Address: Qatar

Personal Details

Date of Birth: 18.06.1988

Gender: Male

Marital Status: Married

Nationality: Indian

Religion: Muslim

Driving Licence Details

DLFAP10269022008 (Indian Transport
Driving Licence)

AIRPORT DRIVING LICENCE: 50975

AIRSIDE VEHICLE OPERATIONS

PERMIT (Qatar)

Qatar Manual Driving Licence :

28835672292 (QDL)

Date of Issue: 17-04-2019

Validity: 16-04-2024.

Passport Information

Passport No: S1484075

Issue Date: 10-05-2018

Skills

- Sales Skills
- PhotographyVideography
- Customer Service
- Inventory Management
- CRM Systems
- Market Research
- Editing (Photos/Videos)

EXPERIENCE

1.Sales Man

Nouf Gallery Abha (Saudi Arabia)
(2010-2012)

- Demonstrated product knowledge, assisting customers with inquiries, achieving 20% sales growth quarterly
- Implemented effective sales strategies, contributing to a 15% increase in customer satisfaction.
- Managed inventory, ensuring accurate stock levels and timely replenishment.
- Utilized CRM systems to track leads, analyze sales data, and forecast trends
- Provided exceptional customer service, resolving issues promptly and efficiently
- Collaborated with the marketing team to develop promotional campaigns, resulting in a 30% boost in footfall.
- Conducted market research to identify emerging trends and competitor analysis
- Participated in training sessions, enhancing product knowledge and sales techniques
- Maintained a clean and organized sales environment, adhering to company standards.
- Generated detailed sales reports and presentations for management review

2.Photography

Videography at Javed Digital Studio (India)
(2012-2017)

- Captured high-quality photographs and videos for various events and projects.
- Edited and retouched images/videos using industry-standard software, ensuring top-notch quality.
- Managed client relationships, understanding their vision and delivering according to their specifications.
- Collaborated with a team to ideate and execute creative concepts for shoots
- Maintained and operated photography/videography equipment, ensuring optimal performance.
- Marketed services through social media, expanding client base by 25% annually.
- Met project deadlines consistently, handling multiple assignments concurrently.
- Conducted post-production work, including color correction, cropping, and formatting.
- Stayed updated on industry trends, integrating new techniques into creative projects.
- Provided guidance and mentorship to junior photographers and assistants

- Team Collaboration
- Project Management
- Leadership
- Negotiation
- Safety Compliance
- Team Management
- Contract Management
- Reporting
- problem-Solving
- Time Management

Languages

- English
- Hindi
- Simple Arabic
- Ms word
- Excel
- c - c ++

3.Site Supervisor

Multi Tech Trading and Contracting (Qatar)
(2017-2021)

- Oversaw daily site operations, ensuring adherence to project timelines and safety standards
- Coordinated with subcontractors and vendors, negotiating contracts and resolving issues
- Conducted regular site inspections to maintain quality control and safety compliance.
- Managed a team of workers, delegating tasks and providing on-site training.
- Prepared progress reports, highlighting achievements, challenges, and action plans.
- Liaised with clients, addressing concerns and ensuring project specifications were met.
- Procured materials and equipment, optimizing costs without compromising quality.
- Implemented efficient workflows, reducing project completion time by 15%.
- Implemented sustainable practices, minimizing waste and promoting eco-friendly initiatives
- Conducted regular meetings to update stakeholders on project status and resolve issues.

4.QAS At Air side As a VIP DRIVER

Hamad International airport (Qatar) (Qatar Aviation Services) Qatar

- Transportation Services: Provide safe and efficient transportation for VIP clients, ensuring punctuality and adherence to schedules.
- VIP Protocol Adherence: Maintain a high level of professionalism and confidentiality, adhering to VIP protocols and special requests.
- Vehicle Maintenance: Ensure the cleanliness and proper maintenance of assigned vehicles, conducting routine inspections and minor repairs when necessary.
- Route Planning: Plan and navigate optimal routes to ensure timely arrivals and departures, considering traffic conditions and airport regulations.
- Client Assistance: Offer personalized assistance to VIP passengers, handling luggage, providing information, and accommodating special needs.
- Communication: Maintain clear and effective communication with airport authorities, colleagues, and VIP clients to coordinate pickups and drop-offs seamlessly
- Security Procedures: Adhere strictly to airport security measures and protocols while transporting VIP passengers.
- Emergency Preparedness: Remain prepared to handle emergency situations, such as vehicle breakdowns or medical incidents, ensuring the safety and well-being of passengers
- Documentation: Maintain accurate records of trips, mileage, and any incidents or issues that may arise during transportation services
- Customer Service Excellence: Deliver exceptional customer service, ensuring VIP clients feel valued and comfortable throughout their journey.

EDUCATION

- SSC (Secondary School Certificate)
- Intermediate
- ITI in mechanical engineering
- Passed the trade test in Mechanic diesel in January 2015
- Diploma in computer applications completed January 2019-2020