#### Untitled-1.jpg

#### MIDHILAJ C

Doha - Qatar

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PROFILE SUMMARY

5 years’ experience in **logistic controller and** business activities of the organization, holding **Qatar driving license**. Possess comprehensive understanding of customer relations, with admirable qualifications will surely contribute to obtain success within the organization. Right now I would like to work for a company that shares my values and commitment to deliver a friendly and enthusiastic customer experience to all shoppers.

PROFESSIONAL EXPERIENCE

* **LOGISTIC CONTROLER (July 2009to October 2013)**

**PLANET ENGINEERING WLL (Doha, Qatar)**

**Work Assignments:**

* Responding quickly and resourcefully to customer requests or concerns.
* Using suggestive selling techniques to increase sales.
* Serving multiple customers in a short period of time.
* Accurately completing cash register transactions.
* Receiving store deliveries.
* Representing the store in a professional and positive manner.
* Creating and maintaining long-term relationships with regular customers.
* Assisting customers with choices by providing them with information about products.
* Participating in physical inventory counts.
* **Position : Assistant Sales coordinator (November 2013 to August 2014)**

**Dr.mobile W L L (Doha, Qatar)**

**Work Assignments:**

* Updates managers by consolidating, analyzing, and forwarding daily action summaries.
* Resolves order and inventory problems by investigating data and history; identifying alternate means for filling orders; notifying managers and customers.
* Provides product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions.
* Maintains customer database by inputting customer profile and updates; preparing and distributing monthly reports.
* Updates job knowledge by participating in educational opportunities.

ACADEMIC & PROFESSIONAL QUALIFICATIONS

* BORD OF HIGHER SECONDERY GOVE.OF KERALA INDIA
* COMPUTER KNOWLEGE

TECHNICAL QUALIFICATIONS

* Internet Expert, Good typing skill.
* Micro Soft Office (Word, Excel, PowerPoint)

KEY COMPETENCIES

* Organizational & Decision making skills.
* Self-motivated with good negotiation skills
* Ability to work to strict deadlines.
* Be able to multi-task as well as be a team leader.
* Excellent communication skills.

PERSONAL PROFILE

Name : MIDHILAJ C

Nationality : Indian

Date of Birth : 05-03-1986

Marital Status : Married

Visa Status : Family Visit Visa

Driving License : Valid Qatar driving license holder.

Linguistic Skills : English, Hindi, Arabic, Malayalam