

Mobile: 30217556
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OBJECTIVE

To secure a challenging position within a progressive and innovative company Use my knowledge, experience and communication skills and to make a positive contribution towards the organization.

Personal Profile:

- Name in full : Mohamed Rafi
- National Status : India
- Gender : Male.
- Civil status : Married
- Visa Status : Residence Visa
- Passport Number : S6921476
- Driving License : Qatar, Saudi, Bahrain, UAE, India

Languages Knowledge

Fluent in English, Arabic, Hindi, Malayalam

EXPERIENCE

- 1 Organization : **Riyadat Al samia Cleaning and Hospitality in Qatar**
(Cleaning and Hospitality)
Duration Three Years
Designation Business Development Officer
- 2 Organization : **Q-Store Trading Company in Barwa Qatar**
(Mobile Accessories)
Duration 6 Months
Designation Sales and Marketing
- 3 Organization : **Burj Al Muntaha Cleaning and Hospitality in Bahrain**
(Cleaning and Hospitality)
Duration Two + Years
Designation Business Development Officer
- 4 Organization : **Reemaz Trading Contracting and Real Estate in Qatar**
(MEP Contracting & Food Trading)
Duration Five + Years
Designation Sales and Marketing Executive
- 5 Organization : **New System Engineering Doha, Qatar**
(MEP Contracting & Material Trading)
Duration Two + Years
Designation Sales and Marketing Executive
- 6 Organization : **Annex Food Stuff Trading in Sharjah UAE**
(Food Stuff Trading chocolates and snacks)
Duration Two + Years
Designation Sales Executive Van Sales
- 7 Organization : **Farma Co. in Riyadh Saudi Arabia**

- (Lab Chemicals and Equipment)
- Duration Two + Years
- Designation Store Keeper/ Stok Maintain
- 8 Organization : **Al Rajhi Foam and Furniture Co. in Riyadh Saudi Arabia**
(Foam and Bed)
- Duration Five Years + Years
- Designation Sales and Marketing Executive
- 9 Organization : **VINNEL Corporation. in Riyadh Saudi Arabia**
(Laundry Cashier and Supervisor)
- Duration Two Years + Years
- Designation Store Keeper/ Stok Maintain

Duties and Responsibilities

1. Stock keeping
2. Prepare Time Sheet
3. Prepare Request for quotation
4. Prepare quotation to customers
5. Prepare LPO
6. Follow up Payments

EDUCATION & QUALIFICATION

- Higher Secondary
- Successfully completed training course on Microsoft Office windows Application and Internet
- Email and social media marketing (Digital Marketing)

Skills and Competencies:

- Good in listening and delivering clear and concise messages.
- Efficient in using information, planning and making decisions.
- Easily adaptable to any type of work with a diverse range of people and environments.
- Possess a good flair for public relation and excellent interpersonal and
- Communication skills.
- Very strong analytical and logical skill with efficient problem solving
- Capability.
- Excellent Interpersonal & Communication skills.
- Ability to learn new skills and technologies within a short period.
- Well organized, Leadership skills & Team player.

Declaration

I do hereby declare that the above information given by me is true and correct to the best of my knowledge.