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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 FMCG)
 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**
 (US. ARMY)
 Duration Two Years + Years
 Designation Laundry Cashier and Supervisor

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.