



# ABUBAKKAR SAMAD

The Driver Cum Messenger is responsible for coordinating with HR, Admin, and other departments to manage the delivery and collection of documents and packages as per instructions. This role involves supporting the PRO with administrative tasks, handling general inquiries related to messenger functions, and providing assistance to employees with their work-related needs. Additionally, the position requires maintaining and renewing trade licenses, government certificates, and company leases in Qatar, resolving vehicle registration issues, and obtaining business travel visas for staff. Confidentiality and security of company and employee documents are paramount, and the role may include other duties assigned by the supervisor.

The Sales Executive acts as a liaison between customers and the company, handling negotiations, closing sales, and addressing customer queries. This role involves gathering and analyzing market and customer information to meet customer needs, advising on product improvements, and preparing proposal documents. The Sales Executive also inspects inventory, provides detailed quotations, conducts market research, sets up client meetings, delivers presentations, and discusses special promotions.

## EXPERIENCE

2021-2024

Qatar Energy, Oil Industry Corporation Qatar.

(Sub-Contractor Airways Limousine Qatar)

### DRIVER CUM MESSENGER

- To coordinate with the HR, Admin, and other departments regarding deliver and collect documents etc.
- Picking up and delivering various packages, documentation etc. to specified locations as per the delivery instructions.
- Support PRO with administrative tasks.
- Deal with general enquires regarding Messenger functions promptly and efficiently to enhance the level of department service.
- Provide service, support, and assistance to new and existing employees on their requirements related to work..
- Support with renew, update, and maintain the trade licenses and other government certificates of all company's legal entities in the Qatar to ensure that the documents are up to date.
- Support with renew and maintain all company's leases in the Qatar before its expiry, which includes offices, company apartments.
- Assist departments in resolving any issues related to company vehicle registration and renewals.
- Support with obtain visas from other Embassies in Qatar for staff members for their business travel.
- Always maintain confidentiality and security of company and employee documents
- The employee is obliged to perform other tasks/duties commissioned by the superior, regarding work

2016-2020

Al Rayan Coffee, Jubail ( KSA)

### Sales Executive

- Acting as a point of contact between customers and companies.
- Negotiating terms of sales and agreements and closing sales with customers
- Gathering market and customer information to figure out the customer needs.
- Responding to customer queries and resolving their objections to get them to make a purchase
- Advising product developers on improvements to include in forthcoming product developments and discussing special promotions
- Creating proposal documents as part of the formal bidding procedure
- Inspecting inventory in stock and the quality of the product on display
- Providing customers with detailed and accurate quotations and cost calculation
- Conduct market research to identify selling possibilities and evaluate customer needs
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services.

## CONTACT

**Address**  
Doha, Qatar

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## EDUCATION

**SSLC,(SECONDERY LEVEL EDUCATION)**

Karnataka School

## SKILLS

- Customer Relationship.
- Effective Communication.
- Product Expertise.
- Customer Service.
- Business Acumen.
- Sales Demoing.
- Negotiating.
- Prospecting.
- Efficiency and time-management.
- Problem-solving.
- Strong driving record.
- Physical fitness and strength.

## Languages

- English
- Hindi
- Arabic
- Kannada
- Malayalam

## Qatar driving license

- Holding valid Qatar driving license
- Qatar driving license No :29435637316
- Date of issue : 20/06/2022
- Date of expiry : 19/06/2027