

Mohamed Rizwan

Sales Supervisor

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PROFILE

Experienced Sales Supervisor with 12 years of experience leading high-performing sales teams and achieving sales goals. Strong background in team leadership, performance management, and sales operations. Demonstrates a hands-on approach to team development, motivation, and coaching. Proven ability to analyze sales data, develop strategies to improve sales performance, and ensure customer satisfaction.

EMPLOYMENT HISTORY

Lime Tech Trading – Sales Supervisor - Qatar

2022 – 2024

- Supervise and mentor a team of sales representatives to achieve individual and team sales goals.
- Mentor and coach team members on sales techniques, product knowledge, and customer service standards to enhance their performance.
- Develop and execute comprehensive sales strategies to penetrate new markets and maximize opportunities within existing accounts.
- Analyze market trends and customer needs to identify new business opportunities and adjust strategies accordingly.
- Build and maintain strong relationships with key business clients and stakeholders.
- Address client inquiries, resolve issues, and ensure high levels of customer satisfaction.
- Identify and pursue new business opportunities to expand the company's client base and market reach

Lime Tech Trading – Sales Executive - Qatar

2013 – 2021

- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seeking out new sales opportunities through cold calling, networking and social media
- Setting up meetings with potential clients and listening to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections

Info trade International – Store Keeper –Qatar

2007 – 2008

- Accurately track and record all inventory movements, including receipts, dispatches, and stock adjustments.
- Conduct regular inventory audits to ensure stock accuracy and minimize discrepancies
- Maintain optimal stock levels by monitoring inventory usage and placing orders as needed to prevent stockouts or overstocking.
- Organize and maintain the warehouse layout for efficient storage, retrieval, and distribution of goods.
- Ensure that all goods are stored safely and securely, adhering to company policies and safety regulations.
- Process incoming and outgoing shipments, including receiving goods, inspecting for damages, and verifying quantities.
- Prepare and dispatch orders accurately and promptly, ensuring that all documentation is completed and filed correctly.
- Maintain accurate records of stock levels, purchase orders, and inventory transactions in the company's inventory management system.
- Inspect incoming goods for quality and compliance with purchase orders, ensuring that defective items are returned or reported.

EDUCATION

GCE Ordinary Level General Certificate Examination Sri Lanka Government
Certificate Examination Sri Lanka Government

1994 (Passed)

GCE Advanced Level General Certificate Examination Sri Lanka Government
Certificate Examination Sri Lanka Government

1997 (Passed)

Key Skills:

- ☞ Team Leadership
- ☞ Communication
- ☞ Project Management
- ☞ Problem-Solving
- ☞ Team Building
- ☞ Customer Satisfaction

Performance Management
Strategic Thinking
Strategic planning and analytical skills
Manage and develop people in a high volume
Commercial awareness
Organizing

Other Skills:

- ☞ Valid qatar Driving License

Language Skills:

- ☞ English
- ☞ Tamil
- ☞ Arabic
- ☞ Hindi

References and Career portfolio Available on Request