**Abdul Jaleel** (Bachelor in Buisiness Administration HOLDER)

**Buisiness Administration With GCC Experience**

**Mobile : +974 6687 5973 email :** **jaleelpdy666@gmail.com**



Bachelor Degree holder in Business Administration .Having 4 years of GCC experience as Data Entry Operator, Administration, sales

Available in Qatar with work visa,NOC & Valid Qatar Driving Licence

**STRENGTHS**

Looking for challenging career where knowledge and capabilities can be utilized for the organization.

* Capable of working under pressure and meet deadlines as scheduled with quality in work
* Good Communication Skill
* Able to handle customers of all profiles.
* GCC experience of 4 years.
* Confident attitude & ability to learn quickly.

**EDUCATION**

**Bachelor Degree in Buisiness Administration from Rabindranath Tagore University, Madiyapradesh, 2018-2021**

* **EXPERIENCE SNAPSHOT**
* **Data Entry Operator: Al Fajer Auto Spare Parts,(Wholesale&Retail)**

 Doha, Qatar, Oct 2018 - November 2019

* **Admin cum Office Assistant :** BlueBell Educational Consultancy pvt ltd. Bangalore. January 2020 – May 2021
* **Sales Supervisor :** Real Fresh Super Market, Bangalore,India

June 2017 **–** March 2018

* **Marketin Executive :** Royouf Al Kaseem Trading company, Riyadh,. Saudi Arabia

March 2015 **–** December 2016

**AREAS OF EXPERTISE**

* Project coordination
* Administration and office asistant.
* MS Word, Excell, power point
* Targeting customers, attract and build strong profitable relationships
* Find out a market place to carry out the Marketing and Sales activities. To record and maintain client data.
* Find appropriate persons or agencies to carry out the sales activities
* **IT SKILLS**
* MS Office
* Knowledge of Basic Computer Operations
* Internet Skills
* Photoshop Skills
* **PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 10-11-1990

Marital Status : Single

Visa status : Work visa with NOC, ID - 29035639615

**REFERENCES**

**Languages : English, Hindi, Arabic, ,Malayalam**

* Adeeb Usman - Director, MagicBiz General Contracting, Qatar - 74423355
* Jamsheer PT - Warehouse Head, Arabi Company, Qatar – 66903355
* Afeed Usman - Workshop Controller, Jaidah Motors, Qatar – 33728080