



**NAME:** Mohammed Shahim

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**Current Address :**

Bldg no 10, 3rd floor,  
Al Arouba street,  
Al mansoura,  
Doha, QATAR.

**Personal Data**

Date of Birth: 21-02-2003

Father's Name: Ismail

Mother's Name: Yasmeen

Sex: Male

Nationality: Indian

Marital Status: Unmarried

Religion: Islam

Languages known: English &  
Hindi.

Qatar Driving license (Manual).

Indian Driving License.

Passport No: W4299250

Passport expiry: 05-09-2032

## Career Objective

Seeking a challenging and rewarding position at an esteemed organization that offers diverse job responsibility and opportunity for personal and organizational growth. With an astute business mind and about 3 years of experience in coordinating with all levels of Sales and after sales activities. Thorough knowledge of market and routes of Qatar with standard procedure.

## Skills

- Ability to stick to strict timeline of activities.
- Leadership Skills.
- Risk Management skills.
- Coordination and team work.
- Excellent communication skills.
- Good computer skills.

## Technical Qualification

- MS-Office (Word, Excel, Outlook).

## Educational Qualification

COURSE/ DEGREE	SCHOOL/ COLLEGE/ UNIVERSITY	YEAR OF PASSING
SSLC	BADRIYA ENGLISH MEDIUM SCHOOL	2019
PUC	GOVINDA DASA P.U.COLLEGE	2021

## **PROFESSIONAL EXPERIENCE**

**Working as sales cum driver in DIGITAL STORE, QATAR: Mobile spare and accessories.**  
**From August 2021 till date:**

- Help customers find the spare parts they are looking for.
- Read catalogs to determine new parts on market.
- Ensure all necessary parts are stocked and ready for sales.
- Order new parts from catalog as needed.
- Determine replacement parts required, according to inspections of old parts, customer requests, or customers' descriptions of malfunctions.
- Look over Mobile device to determine what part is needed.
- Locate other vendors who have the part if it isn't carried in store.
- Recommend substitute parts for the customers not get let their client get away.
- Examine parts for defects.
- Exchange defective parts.
- Check out for new customers.
- Take cash, check, or credit card for purchase and dispense change.
- Take inventory of stock and replenish when needed.
- Take orders over the phone.
- Sell parts to Service centers, retail shops, and even walk-in customers
- Check parts using precision measuring instruments to determine whether similar parts may be procured or it is working with other mobile device.
- Mark and store parts in stockroom according to prearranged system.
- Set up merchandise of mobile accessories for display in retail outlets.
- Answer the customers' questions or problems.
- Use knowledge of mobile spare parts and accessories to answer customer enquiries.
- Look up stock numbers and prices for spare parts in computers.
- Receive and deliver spare parts to customers.

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY  
KNOWLEDGE AND BELIEF.**

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