

**MOHAMMAD JABED ANSARI**

Doha - Qatar

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**CAREER OBJECTIVE**

Well experienced and dynamic professional having merchandising skills and experience of more than eight years in FMCG & Distribution. Good knowledge of Qatar FMCG market and customers. Looking forward to work in good environment where I can use my skills and experience and adapt new abilities.

**WORK EXPERIENCE****AL RAZIQ LIMOUSINE COMPANY ( DOHA-QATAR )****JAN 2018 – CURRENT****POSITION : DRIVER MESSENGER****RESPONSIBILITIES :**

- Check And Verify The Destination Address By Referring To The Address On The Packages, Documents And Emails.
- Collect And Seal Outgoing Mails And Verify That Proper Stamps Are Used.
- Maintain Communication With The Point Of Destination Before The Delivery.
- Plan And Follow The Most Efficient Routes To Reach The Required Destination.
- Delivering The Packages & Documents On Timely Manner.
- Take Recipient's Signature Of The Receipt And Compare With Original Signature On Identification Card.
- Record Information For The Messages, Documents & Packages Received And Delivered.
- Open And Sort Incoming Mail And Deliver To The Recipients In The Office And Concerned Departments.
- Maintain Record Of Daily Visits In The Log Book.
- Use Office Telephone & Mobile To Deliver Verbal Messages.
- Collecting The Mail From The Post Office On Daily Basis.
- Coordinate With Staffs For The Understanding And Support.
- Perform General Office Or Clerical Work Such As Filing Materials, Operating Photocopy Machine.

All Other Works Assigned By Senior Staffs

**FEDERAL FOODS QATAR - BRF (DOHA - QATAR)****JUNE 2008 – DECEMBER 2017****POSITION: MERCHANDISER SUPERVISOR****Work Description**

- Ensure the products availability at the appropriate time and in correct quantities.
- Displaying company products in all assigned outlets as per guidelines and specifications set by the company.
- Monitoring stock levels and reviewing product performance.
- Help employees prioritize the work and promote teamwork.
- Supervise daily operations, delegate tasks and monitor progress.
- Checking and listing products expiry date.
- Promoting company products as per guidelines and specifications.
- Making sure customers find everything they need, in the right place.
- Maintain record of daily sales and check list of delivered items.

- Attain weekly meeting to come new strategy and team motivation.
- Establish good connection with outlet management, stockiest and labors.
- Assist and order taking and deliveries when required.
- Completing all paper woks and other tasks as required.
- Working closely with buying team on related issues.

## **EUUCATION ATTIANMENT**

**Secondary Level Education (Grade 10) from KeshoAniruddhavati Ma Vi, Rajibraj - Nepal – Year 2000 (SECONDARY LEVEL EDUCATION BOARD, NEPAL)**

## **BASIC COMPUTER COURSE – YEAR 2001**

### **Personal Information**

Date of Birth: 14-10-1982

Citizenship: Nepal

Gender: Male

Religion: Muslim

Passport No: 07318245

Qatar Id No: 28252420328

Driving License Validity: 28-02-2024

Visa Status: Work Visa (Transferrable) – **Having NOC**

## **SKILLS**

- Good customer serving skills.
- Good communication skills in English/Arabic/Hindi.
- Good knowledge of FMCG Industry.
- Interpersonal and numerical skills.
- Decision making skills.
- Excellent knowledge of Doha Roads.
- Having Valid Qatar /Nepal Driving License.

## **Languages Known**

<b>Language</b>	<b>Skill Level</b>
English	Good
Arabic	Good
Hindi	Expert
Nepali	Expert

## **Notice Period: Less than 1 Month**

**Declaration: I declare that the details mentioned above are true in the view of my acknowledgementand belief**