



SAHAD CV

Document Controller

ABOUT ME

Dynamic and accomplished Sales Executive with a successful history of driving revenue growth. Proven expertise in prospecting, client relationship management, and strategic selling. Skilled in understanding client needs, delivering persuasive presentations, and closing deals. Exceptional communicator with a track record of meeting and exceeding sales targets. A collaborative team player focused on contributing to the success of the organization.

WORK EXPERIENCE

Personal Staff

Co-Ordinator, Al Jazeera Media Network / Doha, Qatar Apr 2024 - Oct 2024

- Administrative Support: Coordinated daily schedules, meetings, and travel arrangements
- Confidential Correspondence: Managed sensitive communications, maintaining high confidentiality and professionalism.
- Personal Items Management: Assisted with the organization and maintenance of personal items, ensuring readiness for trips, events, or public appearances

Document Controller

FEDERAL EXPERTS CONSULTANCY / Doha, Qatar Feb 2023 - Apr 2024

As a Document Controller , I was responsible for managing the flow and storage of all project documentation. Ensured the accuracy, quality, and integrity of documents, facilitating smooth project execution and regulatory compliance.

Spectator Services

FIFA WORLD CUP 2022 / Doha, Qatar / Nov 2022 - Dec 2022

Spectator Service: Delivering top-notch customer support at events by assisting with ticketing, addressing inquiries, and ensuring a positive experience for attendees.

Sales Executive

AL MADINA HYPERMARKET / DUBAI / Mar 2019 - Oct 2022

A Sales Executive is a results-driven professional responsible for promoting and selling products or services. They identify potential clients, understand their needs, and effectively present solutions. Sales Executives build and maintain client relationships, negotiate terms, and contribute to achieving sales targets through effective communication and strategic selling.

Sales Manager

ADHEEBA PARDAS / Vadakara, India / Feb 2016 - Feb 2019

EDUCATION

Bachelor of Business Administration

Mewar University / Rajasthan / 2017

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Doha, Qatar

LINKS

Linked in
https://www.linkedin.com/in/saad-gadhafi-2a455b289?utm_sourc...

SKILLS

Leadership

Training

Communication

MS Excel

LANGUAGES

English

Hindi

Arabic

Malayalam

PERSONAL DETAILS

Date of birth

03 July 1995

Nationality

INDIAN

Visa status

Transferable Visa

Marital status

Married

DRIVING LICENSE

Driving license
LIGHT MOTOR VEHICLE