



# ABUTHAHIR V U

## CONTACT

+974 33995141  
thahirvu@gmail.com  
Doha - Qatar

## ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE  
Calicut University (2006 - 2008)  
Kerala - India

## COMPUTER PROFICIENCY

Auto Cadd  
Tally  
MS Office  
Photo Shop

## LANGUAGES KNOWN

English  
Malayalam  
Hindi  
Arabic

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Time Management

Self-motivated

Problem Solving Ability

Hardworking

Positive Attitude

Honesty

## EMPLOYMENT CHRONICLE

- SALES EXECUTIVE** November 2022 - May 2024  
PIPELINE SUPPLIES AND SERVICES W.L.L - Doha - Qatar
- SALES EXECUTIVE** December 2012 - July 2022  
AL SAFA AUTO SPARE PARTS W.L.L - Doha - Qatar  
Auto spare parts Shop-Toyota, Nissan, Hyundai & Kia
- ACCOUNTS ASSISTANT** April 2009 - December 2011  
CITY HYPERMARKET L.L.C - Dubai - UAE
- OFFICE ADMINISTRATION** June 2007 - March 2009  
KOLATHINGAL FINANCIERS - Kerala - India

## KEY RESPONSIBILITIES

- Maintaining a deep knowledge of company products and services.
- Building and maintaining strong relationships with prospective and existing clients.
- Researching and pursuing new business opportunities.
- Identifying clients' needs and requirements and proposing suitable solutions.
- Providing clients with comprehensive product/service consultations and guiding their decision-making process.
- Upselling and cross-selling products/services to clients.
- Managing organizational sales by developing a business plan that covers sales, revenue, and expense controls.
- Meeting planned sales goals.
- Setting individual sales targets with the sales team.
- Tracking sales goals and reporting results as necessary.
- Overseeing the activities and performance of the sales team.
- Coordinating with marketing on lead generation.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.

DRIVING LICENSE DETAILS

Valid **Qatar** Driving License

License No. :28735625103

Date of Expiry : 21/06/20287

INTERESTS



Songs



Travelling



Reading

REFERENCE

- Up on Request

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male  
Date of Birth : 12/05/1987  
Nationality : Indian  
Marital Status : Married

PASSPORT DETAILS

Passport Number : N2955198  
Date of Expiry : 12/03/2026  
Place of Issue :Doha

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

ABUTHAHIR V U