**Mohamed Rizwan**

**Sales Supervisor**

### Contact: +974-33875015 E- Mail: [rizwanmhd78@gmail.com](mailto:rizwanmhd78@gmail.com)



**PROFILE**

#### Experienced Sales Supervisor with 12 years of experience leading high-performing sales teams and achieving sales goals. Strong background in team leadership, performance management, and sales operations. Demonstrates a hands- on approach to team development, motivation, and coaching. Proven ability to analyze sales data, develop strategies to improve sales performance, and ensure customer satisfaction.

**EMPLOYMENT HISTORY**

##### Lime Tech Trading – Sales Supervisor - Qatar 2022 –2024

* Supervise and mentor a team of sales representatives to achieve individual and team sales goals.
* Mentor and coach team members on sales techniques, product knowledge, and customer service standards to enhance their performance.
* Develop and execute comprehensive sales strategies to penetrate new markets and maximize opportunities within existing accounts.
* Analyze market trends and customer needs to identify new business opportunities and adjust strategies accordingly.
* Build and maintain strong relationships with key business clients and stakeholders.
* Address client inquiries, resolve issues, and ensure high levels of customer satisfaction.
* Identify and pursue new business opportunities to expand the company’s client base and market reach

##### Lime Tech Trading – Sales Executive - Qatar 2013 – 2021

* Conduct market research to identify selling possibilities and evaluate customer needs
* Actively seeking out new sales opportunities through cold calling, networking and social media
* Setting up meetings with potential clients and listening to their wishes and concerns
* Prepare and deliver appropriate presentations on products and services
* Participate on behalf of the company in exhibitions or conferences
* Negotiate/close deals and handle complaints or objections
* Strong relationship with al meera and hyper market

##### Info trade International – Sales Executive –Qatar 2009 – 2012

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##### Info trade International – Store Keeper –Qatar 2007 – 2008

* Accurately track and record all inventory movements, including receipts, dispatches, and stock adjustments.
* Conduct regular inventory audits to ensure stock accuracy and minimize discrepancies
* Maintain optimal stock levels by monitoring inventory usage and placing orders as needed to prevent stockouts or overstocking.
* Organize and maintain the warehouse layout for efficient storage, retrieval, and distribution of goods.
* Ensure that all goods are stored safely and securely, adhering to company policies and safety regulations.
* Process incoming and outgoing shipments, including receiving goods, inspecting for damages, and verifying quantities.
* Prepare and dispatch orders accurately and promptly, ensuring that all documentation is completed and filed correctly.
* Maintain accurate records of stock levels, purchase orders, and inventory transactions in the company’s inventory management system.
* Inspect incoming goods for quality and compliance with purchase orders, ensuring that defective items are returned or reported.

### EDUCATION

##### GCE Ordinary Level General Certificate Examination Sri Lanka Government 1994 (Passed)

Certificate Examination Sri Lanka Government

##### GCE Advanced Level General Certificate Examination Sri Lanka Government 1997 (Passed)

Certificate Examination Sri Lanka Government

# Key Skills:

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| **** | Team Leadership | Performance Management |
| **** | Communication | Strategic Thinking |
| **** | Project Management | Strategic planning and analytical skills |
| **** | Problem-Solving | Manage and develop people in a high volume |
| ****  **** | Team Building  Customer Satisfaction | Commercial awareness Organizing |

**Other Skills:**

* Valid Qatar Driving License

# Language Skills:

## English

* Tamil
* Arabic
* Hindi

#### Date of Birth: 29/09/1978

***References and Career portfolio Available on Request***