

# Mohamed Rizwan

## Sales Executive

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### 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 Executive - Qatar

2013 – 2024

- 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

- 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

#### 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)

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### Key Skills:

- 🦋 Team Leadership
- 🦋 Communication
- 🦋 Project Management
- 🦋 Problem-Solving
- 🦋 Team Building
- 🦋 Customer Satisfaction

Performance Management  
Strategic Thinking  
Strategic planning and analytical skills  
Manage and develop people in a high volume  
Commercial awareness  
Organizing

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### Other Skills:

Valid Qatar Driving License

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### Language Skills:

English  
Tamil  
Arabic  
Hindi

Date of Birth: 29/09/1978

**References and Career portfolio Available on Request**

