

MUHAMMAD AHTISHAM USMANI

CONTACT

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EDUCATION

BACHELORS (BBA)

University of Karachi

INTERMEDIATE

Board of Intermediate Education
Karachi

KEY SKILLS

- Project Management
- Interpersonal & Communication
- Cash flow management
- Organized

COMPUTER SKILLS

- Office 360
- Cloud
- Presentation Tool
- Web Browsers
- Communication Tools
- Scheduling Tools

INTERESTS

- Literature
- Environmental conservation
- Art
- Travel

LANGUAGE

- English: Good
- Arabic: Medium
- Hindi: Good
- Urdu: Good

DRIVING LICENSE

- First Issue: 20-06-2021
- Validity Expiry: 19-06-2026

PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

EXPERIENCE

SALES EXECUTIVE

ALAMAT TRADING QATAR

(PRESENT)

Experienced Sales Representative with a proven track record of driving revenue growth by identifying prospects, building client relationships, and closing sales. Skilled in delivering product presentations, negotiating deals, and managing leads through CRM systems. Adept at achieving or exceeding sales targets, providing excellent customer service, and staying informed about market trends. Strong communication, problem-solving, and time management skills, with the ability to work independently or as part of a team. Committed to fostering long-term client relationships and contributing to overall business success

ADMINISTRATIVE COORDINATOR

KEY PROPERTIES QATAR

OCT 2022-DEC 2023

Manage and route phone calls appropriately
Process and report on office expenses
Maintain physical and digital employee records
Schedule in-house and external meetings
Distribute incoming mail
Manage and order office supplies
Make travel arrangements
Organize company documents into updated filing systems
Address employees' and clients' queries (via email, phone or in-person)
Prepare presentations, spreadsheets and reports
Update office policies as needed

SHOP SUPERVISOR ABDULLAH

TRADING QATAR AUG 2019-

JULY 2022

Studying the features of all products on offer.
Arranging stock in a visually appealing manner allows ease of movement.
Ensuring that test models are set up and in outstanding condition.
Training staff in effective sales and communication strategies.
Supervising the use of test models to prevent damage.
Negotiating prices and payment plans, and then closing sales.
Advising Purchasers on items that ought to be restocked or removed from the catalog.
Resolving strain and conflict between staff to promote a jovial and productive workplace.