



**Abdul Jaleel (Bachelor in Business Administration  
HOLDER)**

**Business Administration with GCC Experience**

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Bachelor Degree holder in Business Administration .Having 4 years of GCC experience as Data Entry Operator, Administration, sales

Available in Qatar with work visa,NOC & Valid Qatar Driving Licence

**STRENGTHS**

Looking for challenging career where knowledge and capabilities can be utilized for the organization.

- Capable of working under pressure and meet deadlines as scheduled with quality in work
- Good Communication Skill
- Able to handle customers of all profiles.
- GCC experience of 4 years.
- Confident attitude & ability to learn quickly.

**EDUCATION**

**Bachelor Degree in Business Administration from Rabindranath Tagore University, Madiyapradesh, 2018-2021**

• **EXPERIENCE SNAPSHOT**

- **Data Entry Operator: Al Fajer Auto Spare Parts,(Wholesale & Retail)**

Doha, Qatar, Oct 2018 - November 2019

- **Admin cum Office Assistant** : BlueBell Educational Consultancy pvt ltd. Bangalore. January 2020 – May 2021
- **Sales Supervisor** : Real Fresh Super Market, Bangalore, India  
June 2017 – March 2018
- **Marketin Executive** : Royouf Al Kaseem Trading company, Riyadh,. Saudi Arabia  
March 2015 – December 2016

### **AREAS OF EXPERTISE**

- Project coordination
- Administration and office asistant.
- MS Word, Excell, power point
- Targeting customers, attract and build strong profitable relationships
- Find out a marketplace to carry out the Marketing and Sales activities. To record and maintain client data.
- Find appropriate persons or agencies to carry out the sales activities

### • **IT SKILLS**

- MS Office
- Knowledge of Basic Computer Operations
- Internet Skills
- Photoshop Skills

- **PERSONAL DETAILS**

Nationality : Indian  
Date of Birth : 10-11-1990  
Marital Status : Single  
Visa status : Work visa with NOC, ID - 29035639615

**REFERENCES**

**Languages : English, Hindi, Arabic, Malayalam**

- Adeeb Usman - Director, MagicBiz General Contracting, Qatar - 74423355
- Jamsheer PT - Warehouse Head, Arabi Company, Qatar – 66903355
- Afeed Usman - Workshop Controller, Jaidah Motors, Qatar – 33728080