

• **Sales Man & Customer service Agent.**

Curriculum Vitae of MARWAN TORKHANI

Name : **MARWAN TORKHANI**
Designation : Sales man & Customer service Agent
E-mail : **torkhanimarwen886@gmail.com**
Mobile No : 00974-33620557
Address : **Doha, Qatar.**



PROFESSIONAL PROFILE

Seeking a challenging position with a progressive organization that **will** effectively utilize my knowledge and expertise, where I can grow with the organization and prove to be an asset for its effective functioning, be a team player for the achievement of organizational goals and its success.

PROFESSIONAL EXPERIENCE

Current Position : Senior Sales Man
Company Name : The project (Musheireb Gallery Mall)
Duration : MARS 2021 TO DECEMBER 2021 .

Job Responsibilities:

- * Attend customers' queries, providing them all the items they need.
- * Check the price stickers and availability of the items in the showroom.
- * Change price stickers if needed.
- * Recommend the best product to client's base on their needs and inform them of new products.
- * Inform clients of unforeseen delays or problems on deliveries.
- * Make request for stock availability in showroom.
- *

Position : Sales Man
Company Name : Me Clothes (Alnasr, Old airport street)
Duration : September 2019 to January 2021.

Job Responsibilities:

- * Attend customers' queries, providing them all the items they need.

- * Check the price stickers and availability of the items in the showroom.
- * Change price stickers if needed.
- * Recommend the best product to client's base on their needs and inform them of new products.
- * Inform clients of unforeseen delays or problems on deliveries.
- * Make request for stock availability in showroom.
- *

Position : Customer Service Agent
Company Name : OOREDOO-TUNISI
Duration : December 2016 to Fevrier 2019

Job Responsibilities:

- ▶ Greetings customer politely
- ▶ Give answers to customers' questions or concerns related to the product.
- ▶ Communicate and assist customers in any way possible and as the customers may require.
- ▶ Deal with customer's complaints professionally and with restraint.
- ▶ The best relationship and explain our products the best quality and details of materials used.
- ▶ Monitoring and coordinating the production of promotional materials.
- ▶ Overseeing and implementing product distribution.

Qatar work Experience

Current Position : Sales Executive
Company Name : Gulf Food Center
Duration : October 2022 To until now

Job Responsibilities:

- Setting sales goals and developing sales strategies.
- Researching prospects and generating leads.
- Contacting potential and existing customers on the phone, by email, and in person.
- Handling customer questions, inquiries, and complaints.
- Preparing and sending quotes and proposals.

PERSONAL INFORMATION

Date of Birth : 16/11/1993
Sex : Male
Languages : English, ARABIC (Mother Language).
Marital Status : Single.
Country of Residence: QATAR
Nationality : TUNISIAN
Visa Status : Residency Permit/N.O.C FOR Transfer.
QID No : 29378802028
Qatar Driving License : Light Vehicle (Manual)

ABOUT MYSELF

- * Possess good organizational and communicational skills.
- * Adapts well to changes and pressure in workplace.
- * Performs well independently as well as a team member.
- * Readily accepts challenges.