

# CURRICULUM VITAE

## MOHAMED ADIB KELALA

High school student

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Ezdan 55 R29A -Al Wakra, Qatar.

### OBJECTIVE:

To seeking a challenging career by copying a suitable position, utilizing my technical skills and experience to contribute towards the progress of organization at the same time has the prospect for professional growth and development my career.

### PERSONAL PROFILES:

Nationality : Algeria  
Birthday : AUG 01, 2002  
Marital Status : Single  
Religion : Islam  
Gender : Male  
Languages Known : English, French, Arabic (Mother tongue)

### EDUCATION QUALIFICATION & CERTIFICATES:

- Admin assistant ( AL DIVINO foundation ) Qatar
- Administrative (NIVARO COMPANY) Algeria
- Diploma in Diving 1<sup>st</sup> degree.

### WORKING EXPERIENCE:

- **Memari Group of Companies:**  
Worked as Sales Man - Food and Beverage section in charged. 4months.
- **Adidas :**  
Worked in Adidas Brand as salesman for 1 years in Bab Ezouar mall, Algeria
- **Oriflame :**  
Worked in Oriflame Company as Salesman (outdoor) for 1 year in Algeria



## **RESPONSIBILITIES:**

### **Sales**

- “Get sales” using various sales methods (cold calling, presentations, meeting clients etc.)
- Listening to customer requirements and presenting appropriately to make a sale;
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails;
- Cold calling to arrange meeting with potential customers to prospect for new business;
- Responding to incoming email and phone inquiries.
- Gathering market and customer information.
- Creating detailed proposal documents.
- Recording sales and order information and sending copies to the sales office.
- Reviewing sales performance, aiming to meet or exceed targets;
- Report and feedback to management using financial statistical data.
- Attending team meeting, sales events, training and sharing best practice with colleagues.

### **Business Cycle**

- Market product to clients or companies who have displayed a need for the product.
- Discuss pricing tiers with customers.
- Developed and promoted brand awareness with all potential customers within assigned territory.
- Recommend product improvements to maker.
- Produce coupons and informational brochures.
- Take orders from companies for products.
- Show how product should be cleaned and properly stored.
- Contact businesses and arrange for demonstrations or exhibitions.
- Walk around store offering samples to customers.
- Discuss pricing tiers with customers.

### **Salesman / Merchandiser in Cosmetics section**

- Helps to ensure that the Store’s Cosmetics objectives are achieved as part of the Cosmetic Team.
- Drives cosmetics sales while ensuring exceptional customer service.
- Stays up to date on with products and promotions.
- Stock shelves, clean floors, and organize sales areas.

## **RELATED SKILLS:**

- Familiarity with sector and products.
- Ability to work independently, effectively, and efficiently.
- Ability to interact and build value-based relationships with customers.
- Excellent communication and presentation skill.
- Fast learner, adapt well to changes and pressures at workplace.
- Work effectively with diverse group of people.
- Ambitious, hardworking and committed to excellence.
- Committed to deadlines and schedules.

**COMPUTER SKILL:**

- Internet & All Basic Knowledge

**SPORTS & CERTIFICATES**

- Vovinam
- Kick Boxing
- Football

**CONCLUSION & DECLARATION:**

I hereby certify that the above mentioned Statement is correct & true to the best of my knowledge & belief.