



# MUHAMMAD HANEEF

## Sales Executive

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📍 Al Mansoura, Doha, Qatar

## EDUCATION

### Bachelor of Business Management

Mangalore University, Karnataka  
Graduated: 2015

### Higher Secondary Examination

Board of Higher Secondary Examination,  
Govt. of Kerala | Completed: 2012

## SKILLS

- Financial Management
- Inventory Management
- Sales Coordination
- Administrative Support
- Data Analysis
- Customer Service
- Reporting & Documentation

## LANGUAGE

English

Hindi

Malayalam

## ABOUT ME

Dynamic and results-oriented professional with over 7 years of experience in sales coordination, accounting, and customer service. Strong track record in managing sales operations, optimizing processes, and enhancing team performance within fast-paced environments. Skilled in financial management, reporting, and stakeholder communication, with a commitment to delivering exceptional customer experiences and driving organizational success.

## EXPERIENCE

### Administrative Assistant

**Ahmad Import and Export Service Co.,**  
Qatar August 2024 – Present

- Spearhead administrative operations to optimize organizational efficiency and ensure smooth day-to-day functioning.
- Manage and streamline import/export documentation processes, ensuring full compliance with regulations and timely processing of all shipments.
- Facilitate interdepartmental communication, promoting seamless workflows and enhancing cross-functional collaboration.
- Oversee the organization and maintenance of office supplies, equipment, and facilities, ensuring a well-equipped and efficient working environment.

### Sales Executive

#### Fanoos Lighting LLC

United Arab Emirates | July 2021 – July 2024

- Managed and developed client relationships, driving sales growth in lighting solutions for residential and commercial projects.
- Prepared detailed sales reports, offering insights into market trends, customer preferences, and competitor activity.
- Provided exceptional customer service, ensuring satisfaction and repeat business.
- Coordinated orders and stock control to ensure accurate inventory levels and timely delivery.

### Retail Sales / Accountant

#### Fanoos Lighting LLC

United Arab Emirates | 2017 – June 2021

- Coordinated sales orders, ensuring timely processing and delivery to clients.
- Managed accounts payable and receivable, ensuring accuracy and timely transactions while maintaining detailed financial records.
- Developed and presented comprehensive financial reports including balance sheets and income statements for senior management.
- Oversaw payroll processing, ensuring compliance with local regulations and timely employee compensation.
- Trained and mentored staff on best practices in sales, accounting, and customer service.

### Store Incharge | Keventers

Bangalore, India | 2016 – 2017

- Managed daily store operations, ensuring smooth functioning and high-quality service.
- Supervised and trained store staff, improving customer service standards and team efficiency.