



# MOHAMED SHAREEF

## CONTACT

+974-7176 5663

shareefnk1982@gmail.com

Doha, Qatar

## PERSONAL PROFILE

- Date of Birth : 14/Nov/1982
- Nationality : Indian
- Marital Status : Married
- Language : English, Arabic, Hindi, Malayalam
- Visa Status : Valid Qatar ID
- Driving License : QATAR, U.A E.

## EDUCATION

- **Bachelor of Commerce(B.com)**  
Calicut University, Kerala, India

## IT SKILLS

- MS Office Packages

## PROFESSIONAL SKILLS

- Management Skill
- Time Management
- Self confident
- Communication
- Work Ethics

# SALES & DELIVERY

## CAREER SUMMARY

As an Salesperson, is responsible for using their knowledge of company products or services to connect with consumers and generate sales for their employer. Through my work history, I have gained extensive experience working with teams and clients to deliver results.

## WORK EXPERIENCE

### -- Sales, Office Administration

- SABRK Construction Supplies Trading & Service. Doha- Qatar | Jul 2023 - Dec 2024

### -- Administrative Assistant

- HORIZON International  
Kerala- India | 2015 - 2023

### -- Office Assistant, Sales & Delivery

- BASH-P International. Ltd.  
Sharjah- U.A.E | 2008 - 2014

## JOB PROFILE

- Developing a sales strategy, include calling, selling, & product demonstrations.
- Inform existing customers of upgrades to products.
- Emphasize the features of products to highlight how they solve customer problems
- Taking purchase orders, negotiating sales contracts, and collecting cash payments.
- Maintaining sales records and meeting sales targets, as well as presenting managers with regular updates.
- Liaising with other departments to ensure efficient customer services, as well as resolving complaints
- Safely transporting company staff as well as various products to and from specified locations in a timely manner.
- Assisting with the loading and offloading of staff luggage, products, and materials.
- Keeping the vehicle clean and properly maintained by performing regular cleaning and maintenance.