



ABUTHAHIR V.U

CONTACT

+974 7172 3323
thahirvu@gmail.com
Doha - Qatar

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE
Calicut University (2006 - 2008)
Kerala - India

COMPUTER PROFICIENCY

Auto Cadd
Tally
MS Office
Photo Shop

LANGUAGES KNOWN

English
Malayalam
Hindi
Arabic

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work Work Ethic Analytical skills Leadership Quality
Decision-making Time Management Self-motivated
Problem Solving Ability Hardworking Positive Attitude Honesty

EMPLOYMENT CHRONICLE

- SALES EXECUTIVE** November 2022 - May 2024
PIPELINE SUPPLIES AND SERVICES W.L.L - Doha - Qatar
- SALES EXECUTIVE** December 2012 - July 2022
AL SAFA AUTO SPARE PARTS W.L.L - Doha - Qatar
Auto spare parts Shop-Toyota, Nissan, Hyundai & Kia
- ACCOUNTS ASSISTANT** April 2009 - December 2011
CITY HYPERMARKET L.L.C - Dubai - UAE
- OFFICE ADMINISTRATION** June 2007 - March 2009
KOLATHINGAL FINANCIERS - Kerala - India

KEY RESPONSIBILITIES

- Maintaining a deep knowledge of company products and services.
- Building and maintaining strong relationships with prospective and existing clients.
- Researching and pursuing new business opportunities.
- Identifying clients' needs and requirements and proposing suitable solutions.
- Providing clients with comprehensive product/service consultations and guiding their decision-making process.
- Upselling and cross-selling products/services to clients.
- Managing organizational sales by developing a business plan that covers sales, revenue, and expense controls.
- Meeting planned sales goals.
- Setting individual sales targets with the sales team.
- Tracking sales goals and reporting results as necessary.
- Overseeing the activities and performance of the sales team.
- Coordinating with marketing on lead generation.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.

DRIVING LICENSE DETAILS

Valid **Qatar** Driving License

License No. :28735625103

Date of Expiry : 21/06/20287

INTERESTS



Songs



Travelling



Reading

REFERENCE

- Up on Request

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 12/05/1987
Nationality : Indian
Marital Status : Married

PASSPORT DETAILS

Passport Number : N2955198
Date of Expiry : 12/03/2026
Place of Issue :Doha

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

ABUTHAHIR V U