



M.I. ABDUL BASITH

Outdoor and Indoor Sales

(8 Years' experience in Qatar)

Qatar driving License Available

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Doha, Qatar

PERSONAL INFO

Full name - Mohammed
Ismail Abdul Basith

Date of birth - 12-Dec-1992

Nationality - Sri Lankan

Gender - Male

Marital Status - Single

LANGUAGE

- ❖ English - Excellent
- ❖ Tamil - Native
- ❖ Hindi - Excellent
- ❖ Malayalam - Excellent
- ❖ Arabic - Good

COMPUTER SKILLS

- ❖ Micro soft Office
- ❖ Account Management
- ❖ Micro soft Excel
- ❖ Auto Cad
- ❖ Email

PROFILE

Sales professional with **8 years of experience**, including **1 year in outdoor sales** and **7 years in indoor sales**. Demonstrated ability to drive revenue growth through strategic client engagement and relationship building. Proven expertise in identifying customer needs and delivering tailored solutions. Adept at navigating competitive markets and utilizing strong communication and negotiation skills to exceed sales targets. Committed to enhancing customer satisfaction and fostering long-term partnerships.

WORK EXPERIENCE

Company : **DALLA DRIVING ACADEMY**
Period : July- 2023 - Present
Position Held : Outdoor Salas



Company : **HOLOTEQ QATAR**
Period : October- 2016 - July 2023
(7 Years)
Position Held : Indoor Sales and Customer
Service Represent.

HOLOTEQ
GROUP

DUTIES & RESPONSIBILITIES

Indoor Sales Responsibilities :

- **Customer Service:** Respond to inquiries via phone, email, and in-person, providing information about driving courses, schedules, and pricing.
- **Sales Presentations:** Conduct informative presentations to potential students and their parents about the benefits of the academy's programs.
- **Enrollment Processing:** Facilitate the enrollment process, including collecting necessary documentation and payments.
- **Promotion Coordination:** Collaborate with the marketing team to promote upcoming classes and special offers.
- **Follow-Up:** Conduct follow-up calls and emails to nurture leads and encourage enrollment.
- **Reporting:** Track sales metrics and prepare regular reports on enrollment figures and conversion rates.

Outdoor Sales Responsibilities:

- **Prospecting:** Actively seek new business opportunities through community engagement and partnerships with local businesses.
- **On-Site Demonstrations:** Organize and conduct on-site presentations or workshops to showcase the academy's services.
- **Client Meetings:** Meet with potential students and parents in various locations to discuss course offerings and address any concerns.
- **Market Analysis:** Conduct market research to identify new opportunities and understand competitive offerings in the area.
- **Relationship Building:** Build and maintain strong relationships with local businesses, schools, and community organizations to generate referrals.
- **Event Participation:** Represent the driving academy at community events, fairs, and expos to promote programs and attract new students.
- **Feedback Collection:** Gather feedback from prospective clients and community members to refine sales strategies and improve service offerings.

EDUCATION

- Diploma in Microsoft Office – Pack Lanka.
- Diploma in AutoCAD – British Informatics Computer Technology.

SKILLS

- Expert knowledge of the selling process and effective sales techniques.
- Excellent communicator and Relationship building skills.
- Pro-active, organized and excellent team Player. Motivated in target-driven environment.
- Optimistic and a positive can-do attitude. Visual merchandising.
- Social Media (Facebook, Instagram, TikTok & etc.)

I hereby declare that the above information is correct and complete to the best of my knowledge and nothing has been concealed or distorted.

Yours faithfully,
Abdul Basith