



MUHAMMED SHAFI

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📍 Doha, Qatar

🇮🇳 Indian

👤 PROFILE

Innovative and results-driven marketing and sales professional with 7+ years of experience in executing successful marketing strategies. excellent communication, and computer skills, ability to work independently or as part of a team to meet project goals, motivated and reliable with experience in providing executive level support. Proven track record of exceeding sales targets, building, maintaining client relationships, and leading teams to achieve business objectives.

📁 PROFESSIONAL EXPERIENCE

06/2021 – 07/2023

Doha, Qatar

Al Dlym Trading Contracting & Transportation

Sales and Marketing Officer

- **Developing and Implementing marketing opportunities and sales plans.**
- **Implement productivity, quality, and customer-service standards.**
- **Answers questions from clients about product and service benefits.**
- **Maintains excellent relationships with clients through superior customer service.**
- **Tracks sales data and works to meet quotas or sales team goals**
- **Creates and presents regular performance reports for managers and executives.**
- **Attends trade shows and travels to meet clients as needed.**
- **Prepares marketing reports by collecting, analyzing, and summarizing sales data.**
- **Manages relationships with external vendors and customers to ensure high-quality and timely execution of marketing programs, and to ensure competitiveness.**

06/2019 – 02/2021

Doha, Qatar

Al Zaeem Security Services

Sales Executive

- **Maintaining client relations.**
- **Educating customers on Products and services.**
- **Planning Marketing strategies.**
- **Achieve sales targets.**
- **Prepare monthly and weekly reports.**
- **Presenting sales proposals to potential customers.**
- **Maintaining client records and Maintaining records of sales leads.**
- **Resolving customer complaints.**

03/2016 – 05/2019

Doha, Qatar

Al Tamooh Contracting

Sales Assistant and Office Admin

- **Establish, develop and maintain positive business and customer relationships.**
- **effectively communicate offers to customers, maximizing sales and brand visibility.**
- **Prepare and present quotes, proposals and other required documentation.**
- **Keep detailed reports of sales Enquiries, Proposal Submissions, Quote Submissions and other Sales activities on the system for future use and reference.**
- **contributing ideas to marketing campaigns.**
- **assisting with promotional activities.**
- **liaising with customers/external agencies**
- **Create and Keep employees' Files and Documents.**
- **Assist in Visa Application, Contract Making, QID and Health card preparations.**
- **Carry out administrative activities of establishment.**
- **Control the office supplies state and make sure it is in accordance with office needs.**
- **Order office stationery and supplies.**

04/2012 – 10/2015
Kerala, India

ACC Cements PVT. LTD.

Ware House Supervisor

- **Organizing deliveries, storage and dispatches of goods in warehouses.**
- **supervise deliveries of goods into warehouses.**
- **Measuring and reporting the effectiveness of warehousing activities and employees performance.**
- **ensure products are accounted for, are stored safely and securely, and are dispatched efficiently.**
- **Communicate job expectations and coach employees**
- **Determine staffing levels and assign workload.**
- **Maintain items record, document necessary information and utilize reports to project warehouse status.**
- **Confer and coordinate activities with other departments.**

10/2013 – 07/2014
Kerala, India

Classic Hyundai

Sales Consultant

- **Converting showroom visitors into customers by understanding their needs and interests, and matching them to the most appropriate car.**
- **Understanding the characteristics, capabilities, and features of all cars, and providing the potential customer with detailed information, including comparing different competitive models.**
- **Taking customers on test drives and demonstrating vehicle features.**
- **Building a rapport with potential customers to improve the possibility of a sale in the future.**
- **Maintaining a customer database and communicating with them.**
- **Assisting customers with completing the relevant paperwork required for a successful sale to be processed.**
- **Collaborating with team members to reach sales targets.**
- **Assisting with the set up of showroom and promotional displays.**

 **EDUCATION**

03/2013
Kerala, India

Diploma in Computer Hardware

Microsys

01/2013
Kerala, India

Diploma in Computer Fundamentals, MS Office and Internet

National Council for Vocational Training

12/2012
Kerala, India

Advanced Diploma in MS Office

Dean Group of Education

03/2010
Kerala, India

Higher Secondary (Science)

Board of Higher Secondary Education, Kerala Government

03/2008
Kerala, India

Secondary School Leaving Certificate

General Education Department, Kerala Government

 **SKILLS**

- Communication
- Problem Solving
- Creative Thinking
- Decision Making
- Hard Working
- Data Analysis

 **LANGUAGES**

English		Arabic	
Hindi		Malayalam	

 **DRIVING LICENSE**

- Qatar
- India