



70191903



riyazi_mohamed@yahoo.com



Al Sadd, Doha, Qatar

SKILLS

Excellent customer service

Maintaining great relations with existing clients

Teamwork and excellent communication

Problem-solving skills

Micro Soft Office

Time Managment

Team Managment

DRIVING LICENSE

Driving license category

VALID QATAR DRIVING LICENSE

PERSONAL DETAILS

Date of birth

24/01/1984

Nationality

Sri Lankan

Visa status

VALID QID WITH NOC

Marital status

Married

LANGUAGES

English

Tamil

Malayalam

Hindi

Sinhala

Mohamed Riyazi

SENIOR SALES EXECUTIVE/SALES SUPERVISOR

ABOUT ME

Willing to serve as Sales Executive with Makita, Motivated & Detailed Oriented Sales Professional with 10+ years sales experience in Qatar and willing to make the most of my proficiency to stay focused, as well as the ability to always ensure customers' satisfaction.

WORK EXPERIENCE

Product Consultant

American Express Middle East / Doha / Mar 2020 - Present

- Identify potential customers through databases, cold calling, follow up leads and telephone/personal contacts.
- To contact potential customers and convince them about the product offerings.
- To ensure that customers are clearly communicated about the charges/terms and conditions.
- To ensure “Know Your Customer” requirements as prescribed by the bank are duly adhered to. All the legal and compliance guidelines provided by the company are adhered to.
- Data confidentiality and secrecy norms of the Company are adhered to.
- To ensure that no customer application is misplaced and is kept in safe custody.
- To ensure that code of the conduct as per the Company policy are adhered to.
- To ensure that I do the documents original sighting as laid out in the original sighting guidelines of the KYC policy of the Company
- Investigate and address competitors' activities.
- Maintain accurate and up to date activity records.
- Ensuring optimal level of customer services through face-to-face sales

SR. Direct Sales Agent

Vistas Global Services / Doha / Jan 2019 - Feb 2020

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through cold calling.
- Organizing sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.
- Aiming to achieve monthly targets.
- Collaborate with team members to achieve better results.

SR. Relationship Officer

Mashreq Bank Qatar / Doha / Mar 2014 - Aug 2018

- Identify potential customers through databases, cold calling, follow up leads and telephone/personal contacts.
- To contact potential customers and convince them about the bank's product offerings.
- To ensure that customers are clearly communicated about the bank charges/terms and conditions.
- To ensure “Know Your Customer” requirements as prescribed by the bank are duly adhered to. All the legal and compliance guidelines provided by the bank are adhered to.
- Data confidentiality and secrecy norms of the bank are adhered to.
- To ensure that no customer application is misplaced and is kept in safe custody.
- To ensure that code of the conduct as per the bank's policy are adhered to.
- To ensure that I do the documents original sighting as laid out in the original sighting guidelines of the KYC policy of the bank...
- Investigate and address competitors' activities
- Maintain complete and detailed knowledge of all assigned products.
- Maintain accurate and up to date activity records.
- Ensuring optimal level of customer services through face-to-face sales
- Follow up with clients about loan renewals
- To ensure performance as per the performance management criteria.

Relationship Officer

Amana Bank / Kandy, Sri Lanka / Aug 2008 - Sep 2013

- Answer inquiries regarding checking and savings accounts and other bank related products.
- Attempt to resolve issues and problems with customer's accounts.
- Initiate and open new bank accounts.
- Explain, advise on and promote bank products and services to customers
- Responsible for bringing in new customers and boosting the bank's profits.
- Receive and count working cash at beginning of shift.
- Identify bank customers, validate and cash checks.
- Accept cash and cheques for deposit and check accuracy of deposit slip.
- Perform services for customers such as ordering bank cards and checks.
- Receive and verify loan payments, mortgage payments and utility bill payments.
- Record all transactions promptly, accurately and in compliance with bank procedures.
- Balance currency, cash and checks in cash drawer at end of each shift.

EDUCATION

Diploma In Islamic Banking

INSTITUTE OF BANKERS OF SRI LANKA / 2009

AAT

ASSOCIATION OF ACCOUNTING TECHNICIANS

Diploma In Computerized Accounting

BRITISH COLLEGE OF EDUCATION

Diploma In Marketing

KANDY BUSINESS SCHOOL

Information & Communication Technology

VOCATIONAL & TECHNICAL EDUCATION

C. ASSOCIATE MEMBER OF THE SOCIETY OF SALES & MARKETING (UK)