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|  |  | SAJID ABDUL SALAM  OPERATIONS ASSISTANT |
| Profile To establish myself in a Qatar-based organization where my skills and experience in sales, marketing, and administration can contribute to the company's growth while enhancing my professional development Contact PHONE:  00974 50182491  EMAIL  [Sajid00112@gmail.com](mailto:Sajid00112@gmail.com)  Doha, Qatar SKILLS MS Office (Word, Excel, Internet  Strong communication and interpersonal skills  Experienced in sales, Marketing, Customer service, After sales support  Flexible, Dedicated, Proactive  Competent in inventory  management and financial record-keeping Hobbies Swimming  Motorsports  Volleyball  Gym  Travelling LANGUAGES English  Hindi  Tamil  Malayalam CERTIFICATION AND LICENCE Light Motor Vehicle and Motorcycle |  | EDUCATION C M C Boys High School, High School Diploma, Kozhikode, India  2008 -2009 WORK EXPERIENCE Operations Assist, OPATRA London Trading Qatar May 2022-Current  Managing company accounts and financial transactions. Conducting client meetings (virtual and in-person) and demonstrating products. Overseeing inventory management and stock levels. Analyzing monthly sales performance to identify growth opportunities. Driving sales targets and business growth  Key Accounts Executive, Conwood Trading Company Qatar  Nov 2020-Dec 2022  Managed renowned brands: HP, Strontium, Uunique London, and Safe. Established new business relationships and presented products to clients. Negotiated contracts and ensured accurate record-keeping.  Sales Associate, Video Home Qatar  Sep 2019-Apr 2020  Managed Brother printers and Oscar TVs. Assisted customers, Aftersales assist and prepared sales invoices. Maintained kiosk cleanliness, updated product prices, Inventory and LPO creation  Messenger/Driver, Gold Face Cosmetics Jan 2018-Apr 2019  Delivered stocks and supported office operations, Purchase assist as per requirement, cash deposits, staff transportation  Supervisor/Purchaser, Vizicon Trading & Contracting Jun 2017-Dec 2017  Oversaw sewer pipeline projects and procured required materials. Purchase entire required products according to the projects.  Sales Associate I-Life Laptops and Tablets, Redington Qatar Sep 2016-Dec 2016  Managed Brand I Life. Assisted customers, Aftersales assist and prepared sales invoices. Maintained kiosk cleanliness, updated product prices, Inventory and LPO creation. Merchandizing and Stock Inventory. Handle complaints on product and provide help if necessary. Advise customer regarding their requirements. Preparing month-end Sales reports for senior managers and also presenting them.  Sales Associate Lenovo Mobiles, Sharaf DG Ezdan Mall  Jun 2016-Sep 2016  Managed Lenovo Mobiles. Assisting Customer. Preparing Sales Invoice. Responsible in Monthly Inventory. Displaying, Merchandising and Maintaining of the cleanliness of the kiosk. Checking and Updating price of the product.  Supervisor/Caretaker, New Castle PG Bangalore, India Jan 2015-Dec 2015  Managed guest check-ins/outs and resolved customer issues. Streamlined front-desk operations and improved customer service. Processed guests' check ins and outs while providing excellent customer service. Handled and resolved customer complaints and/or issues.  Technician, Consolidated Gulf Company Qatar  Jun 2012-Dec 2013  Responsible for installing, programming, testing, calibrating, operating and repair of control systems along with their software, hardware and equipment's.  Sales Associate, Gulf Queen Mobiles & Accessories India Oct 2008-May 2012  Assisted customers and managed daily stock inventories. Prepared invoices and handled branch operations. Preparing of Sales Invoice and Receiving of money. Branch in-charge. |