

SHAMNAD FAROOQUE

MARKETING EXECUTIVE | OFFICE ASSISTANT

An organized and motivated employee capable of time management and working under pressure in all environments. Seeking a challenging position in an organization where I can learn new skills, expand my knowledge, and help the organization accomplish its ambitions.

SKILL HIGHLIGHTS

Communication Customer Dealing Leadership
Time Management Critical Thinking Team Player

EXPERIENCE

MESSENGER

Fantastic Novelty
2022 – Present

- Deliver messages, documents, and packages to recipients in a timely and efficient manner
- Plan and optimize delivery routes to ensure prompt delivery.
- Interact with customers, responding to inquiries and resolving issues

MARKETING EXECUTIVE

Lad Lass Trading Company, Qatar
2019 – 2022

- Develop and implement marketing strategies to achieve business objectives
- Plan, execute, and measure the success of marketing campaigns across various channels
- Maintain and enhance the company's brand reputation and identity

CUSTOMER CARE CUM OFFICE ASSISTANT

Lad Lass Trading Company, Qatar
2016 – 2019

- Respond to customer inquiries, resolve issues, and provide excellent customer service via phone, email, or in-person
- Perform administrative tasks, such as data entry, filing, and record-keeping

PERSONAL STRENGTHS

- Provide administrative support to the team, including answering phones, responding to emails, and greeting visitors
- Enter data into computer systems, maintain accurate and up-to-date records, and perform data analysis as needed.
- Schedule appointments, meetings, and events, and ensure that all necessary materials are prepared

LICENSE DETAILS

License No. (Qatar) : 29435613885
Date of Expiry : 01/11/2026

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Shamnad Farooque

CONTACT INFO

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Mail ID:
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Address:
Doha, Qatar

EDUCATION

B.COM
MGCTE, Bangalore, India

PLUS TWO
Kerala State Syllabus

SSLC
Kerala State Syllabus

LANGUAGES

English	100%
Hindi	100%
Arabic	50%
Malayalam	100%

SOFTWARE

MS Office 2003, 2007, 2010, 365
Windows XP
Windows 7
Windows 8

PERSONAL INFO

Date of Birth : 10th September, 1994
Marital Status : Married
Nationality : Indian
Passport No. : P 0738879
Date of Expiry : 29/05/2026