



# SYED NADEEM RASHEED

## DRIVER, SALES EXECUTIVE & CUSTOMER CARE REPRESENTATIVE



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Doha , Al Wukair Ezdan



28935665545



20/03/1989



INDIAN



16/09/2029

## EDUCATION

### PRE – UNIVERSITY COURSE (PUC)

IMAMIA PRE UNIVERSITY COLLEGE  
BANGALORE – INDIA  
2006-2008

### SECONDARY SCHOOL

Bangalore – INDIA  
2004-2005

## LANGUAGE PROFICIENCY

English

Arabic

Malayalam

Tamil

Kannada

Hindi

Urdu

## EXPERTISE

- PRODUCT KNOWLEDGE
- LEAD QUALIFICATION
- CUSTOMER FOCUSED
- CUSTOMERS NEED
- ANALYSIS SALES
- DECISION MAKING
- TEAMWORK EXPERTISE
- MULTI-TASKING

## PROFILE

I am a highly motivated professional with over 7+ years of experience in GCC across various dynamic sectors, including Pro Services, Document Controller, Sales, Marketing and ,Tele Sales. My proven track record of success spans across diverse industries, showcasing my versatility and adaptability

## WORK EXPERIENCE

**Employer : Tamil Mart Trading .**

**Position : Driver**

**Duration : From 06/2024 to till date**

- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- Assisting with loading and unloading items from vehicles.
- Accepting payments for delivered items.
- Providing excellent customer service, answering questions, and handling complaints from clients.
- Adhering to assigned routes and following time schedules.
- Abiding by all transportation laws and maintaining a safe driving record.

**Employer : PARMAZ MOTORS**

**Position : Sales Executive**

**Duration : 02/2019 – 03/2023**

- Greeting customers and identifying their needs and preferences.
- Demonstrating the company's high standards as well as motorbikes and explaining their features and benefits.
- Advising customers on the best motorbike for their needs and budget. Negotiating prices and finalizing sales.
- Negotiate the terms of an agreement and close sales. Arranging finance and insurance options for customers
- Providing excellent after-sales service and support to customers.

**Employer : Ministry of Health at Kuwait**

**Position : Document controller**

**Duration : June 2013 – January 2019**

- Responsible for day-to-day administration of the office.
- Perform all duties and tasks in line with the Person-Centered Care values.
- Adherence to all policies, plans, and programs.
- Follow up on the governmental processes and pay those offices the required visits when needed.
- Receives and registers Client-provided documents including in-house generated corporate documents and incoming outside correspondence.
- Performs document quality checks regularly.
- Performs file backup to ensure proper storage and archiving of electronic registers.
- Responsible for receiving, circulating, and recording all incoming and outgoing faxes, emails, and hand deliveries.
- Ensures all correspondences reach the proper department

## DECLARATION

**SYED NADEEM RASHEED**