

**ABUTHAHIR V.U** 

# CONTACT

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- ☞ thahirvu@gmail.com
- 🔎 Doha Qatar

VISA STATUS

Transferable Visa & Immediately Join

## **ACADEMIC CREDENTIALS**

#### **BACHELOR OF COMMERCE**

Calicut University (2006 - 2008) Kerala - India

### **COMPUTER PROFICIENCY**

Auto Cadd

Tally

**MS** Office

Photo Shop

### LANGUAGES KNOWN

English

Malayalam

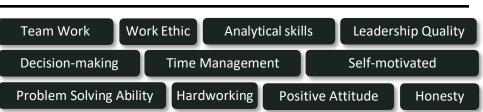
Hindi

Arabic

### CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

#### KEY SKILLS



## EMPLOYMENT CHRONICLE

	SALES EXECUTIVE November 2022 - May 2024 PIPELINE SUPPLIES AND SERVICES W.L.L - Doha - Qatar (MAK lubricants, Marine lubricants, Pipes and MEP Materials,Welding materials)
	SALES EXECUTIVE December 2012 - July 2022 AL SAFA AUTO SPARE PARTS W.L.L - Doha - Qatar Auto spare parts Shop-Toyota, Nissan, Hyundai & Kia (All kind of Batteries,Lubricants and other related products)
þ	ACCOUNTS ASSISTANT April 2009 - December 2011 CITY HYPERMARKET L.L.C - Dubai - UAE
9	<b>OFFICE ADMINISTRATION</b> June 2007 - March 2009 KOLATHINGAL FINANCIERS - Kerala - India
-	Maintaining a deep knowledge of company products and services.
-	Building and maintaining strong relationships with prospective and existing clients.
-	Researching and pursuing new business opportunities.
-	Identifying clients' needs and requirements and proposing suitable solutions.
-	Providing clients with comprehensive product/service consultations and guiding their decision-making process.
-	Up selling and cross-selling products/services to clients.
-	Managing organizational sales by developing a business plan that covers sales, revenue, and expense controls.
-	Meeting planned sales goals.
-	Setting individual sales targets with the sales team.
-	Tracking sales goals and reporting results as necessary.
-	Overseeing the activities and performance of the sales team.
-	Coordinating with marketing on lead generation.
-	Help customers find items in the store.
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Check for stock at other branches or order requested stock for customers.

### DRIVING LICENSE DETAILS

Valid Qatar Driving License

License No. :28735625103 Date of Expiry :21/06/2027

### INTERESTS

€€SongsTravellingReading

# REFERENCE

Up on Requsest

#### PERSONAL STRENGTHS

- COMMUNICATION Interpersonal skills verbal, problem solving and listening skills in any administrative role.
- SERVICE Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT- Management skills to direct others and review others performance.

# PERSONAL DOSSIER

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# PASSPORT DETAILS

Passport Number	: N2955198
Date of Expiry	: 12/03/2026
Place of Issue	:Doha

# DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

ABUTHAHIR V U