

Abdul Nasser.
Tharakanthodi

CURRICULUM VITAE



CAREER OBJECTIVE:

- ❖ *Experienced professional with 24 years in the GCC, including 5+ years as a Personal Assistant and a background as a Sales Executive. Skilled in managing executive schedules, correspondence, administrative tasks, and driving sales performance. Strong English communication, a professional appearance, and a proven ability to support senior management. Holds a valid QID and driving license, available to join immediately. Reliable, efficient, and committed to delivering high-quality service and driving business success.*

EDUCATION:

Email:

abdul
nassertharakanthodi56@gmail.com
+974 55248503

- Proficient in MS Office, MS word, Excel and PowerPoint
- Bachelor's degree in economics – University of Calicut, India
- *Craftsmanship Diploma in Refrigeration & Air-Conditioning – Indian Engineering Technological, Society, Palakkad, Kerala*

Personal Data:

Gender : Male
Date of Birth: 10.2.1979
Marital Status: Married
Religion :Islam
Nationality : Indian

Driving License: Qatar and
Indian License

Languages Known:

- ❖ English -- Fluent
- ❖ Malayalam -- Fluent
- ❖ Hindi -- Fluent
- ❖ Tamil --Fluent
- ❖ Arabic --Speak

Passport Details:

QID No 27935601716
Passport No. : U0588566
Passport exp : 03/11/2029
Visa status : Transferable

PROFESSIONAL EXPERIENCE:

- Work with Ebnsina medical as a salesman Doha Qatar
- *Keeping in contact with existing customers in person and by phone.*
- *Making appointments with and meeting new customers.*
- *Agreeing sales, price, contracts and payments.*
- *Promoting new products and any special deals.*
- *Advising customers about delivery schedules and after-sales service.*
- *Recording orders, giving feedback and reporting to the sales manager on time.*

PERSONAL ASSISTANT:

- *24 years of experience in the GCC: Extensive knowledge of regional business practices and cultural nuances, with a focus on administrative support in fast-paced environments.*
- *5+ years as a Personal Assistant: Proven track record of managing executive calendars, handling correspondence, organizing meetings, and providing seamless support to senior management.*
- *Excellent English communication skills: Strong written and verbal communication abilities, ensuring clear and effective interactions with stakeholders at all levels.*
- *Valid QID and driving license: Fully equipped to work immediately with the ability to manage on-the-go tasks, ensuring smooth day-to-day operations*
- *Calendar and Travel Management: Proficient in managing complex calendars, scheduling meetings, and coordinating travel arrangements for executives, ensuring smooth day-to-day operations*
- *Confidentiality and Discretion: Trusted to handle sensitive information with the highest level of confidentiality, ensuring the privacy and integrity of all communications and documents*

SALES EXECUTIVE:

- **I have 14 years of work experience as pharmacy assistant in Ebnsina Medical establishment (Al-Quds pharmacy & Good life chemist) In Doha since August 2001 and nine years of work experience as assistant in Dr Scholl (foot care center) in Doha.**
- *Meeting and greeting customers and making them feel welcome.*
- *Devising and implementing the organization's sales strategies.*
- *Finding channels for selling and distribution of products.*
- *Building a rapport with a customer and subsequently closing the deal.*
- *Responsible for daily bank deposits (cash and cheques), processing of Letters of Credit and other bank-related transactions.*
- *Handle daily collection of cheques and payment from different clients for the company.*
- *Daily dispatch invoices to all clients of the company.*
- *Clerical work inside the office is assigned from time to time.*

- **DECLARATION:**

I hereby declare that all the particulars given above are true to my knowledge and if am given a chance to work in your concern I assure you I would be very sincere towards my job.

Abdul Nasser

Place: Doha