

# ABDUL MAJID JAWAD

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## PROFESSIONAL SYNOPSIS

*Seeking a rewarding position in a progressive environment, involving high degree of responsibility, offering challenging assignment which will capitalize on my accumulate knowledge, skill and experience to provide an atmosphere for professional growth based on performance and accomplishments with matching monetary benefits.*

## EDUCATIONAL QUALIFICATIONS

### Academics

- Plus, Two from Board of Higher Secondary Education, Kerala, India
- Secondary School Leaving Certificate from General Education Board, Govt. of Kerala, India.

### Computer Skills

- Diploma in Office Automation (MS Word, MS Excel, MS Outlook, PowerPoint, Computer Fundamentals, Internet etc.)

## SKILLS

- |                             |                              |                              |
|-----------------------------|------------------------------|------------------------------|
| - Good Communication Skill  | - Correspondence / Dictation | - Advanced Database Skill    |
| - Filing and Data Archiving | - Database Management        | - Advanced Spreadsheet Skill |
| - Time Management           | - Time Keeping               | - Office Administration      |

## WORK EXPERIENCE

### **NEW TASTY KITHCHEN – DOHA, QATAR**

Duration : 2021– Present (3 years)

Designation: Van sales man

#### Duties & Responsibilities: -

1. Maintained sales and delivery records, as well as meeting sales targets.
2. Liaised with other departments to ensure optimal customer service.
3. Prevented damage to the delivery van and the company products being transported.
4. Ensured the cleanliness of the interior and the exterior of the van.
5. Performed basic van maintenance tasks, such as checking tire pressure, and gas and oil levels.
6. Experienced in recordkeeping and managing sales contracts, drove the van to different locations to sell products.
7. Built long-term, mutually beneficial, and mutually profitable customer relationships.

**AL JADEEDA SUPERMARKET – DOHA, QATAR**

Duration : 2019 – 2021

Designation: Sales executive

**Duties & Responsibilities: -**

- Extensive experience of product sales, merchandizing, and customer service activities, in a supermarket store
- In-depth knowledge of inventory management and data entry practices
- Remarkable knowledge of all supermarket products, services, and solutions
- Familiarity with managing, checking, and reconciling balance cash drawer

**Excel Trading – Chennai, India**

Duration : One Year

Designation: Billing & Data Entry Operator

**Duties & Responsibilities: -**

- Preparing of Invoices as per Delivery Notes.
- Ensuring report tables and listings accurately reflect data within a database.
- Entering data accurately onto computerized databases & Excel spreadsheets.
- Locate and correct data entry errors.
- Lifting of files and boxes containing paper records.
- Maintain logs of activities and completed work.
- Ensuring documents meet required quality standards.

**Personal Profile**

Date of Birth	:	25 <sup>th</sup> February 1995
Passport No.	:	P4940027
Driving license	:	Qatar & India
License Number Qatar	:	29535616883
Nationality	:	Indian
Religion	:	Islam
Gender	:	Male
Marital Status	:	Single
Languages Known	:	English, Arabic, Malayalam, Tamil and Hindi

**Visa Status**

Employment Visa	:	Transferable with NOC
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