



MOHAMED AZAM

Cashier & Sales Representative

70226414

coolazam2mail@gmail.com

DOHA QATAR

EDUCATION

SUCCESSFULLY COMPLETED CERTIFICATE IN SPOKEN ENGLISH IRO INSTITUTE IN COLOMBO

SUCCESSFULLY COMPLETED HARDWARE NETWORKING COURSE AT VOCATION TRAINING CENTER , GALLE

SUCCESSFULLY COMPLETED DIPLOMA IN COMPUTER AT SOUTH TECHNOLOGY, GALLE

SUCCESSFULLY COMPLETED DIPLOMA IN COMPUTERIZED ACCOUNTING AT BRITISH COLLAGE, COLOMBO

SUCCESSFULLY COMPLETED G.C.E O/L

LANGUAGES

Tamil /Native

English / Fluent

Sinhala / Fluent

Arabic /Basic

Hindi /Basic

PROFILE

Highly motivated and results-oriented account manager with a proven track record of exceeding sales targets and driving revenue growth. Motivated and results-driven sales representative with a proven track record of exceeding sales targets and building strong client relationships. Seeking a challenging sales representative position where I can utilize my skills and experience to drive revenue growth for the company.

WORK EXPERIENCE

2021 DEC TO PRESENT

SALES REPRESENTATIVE

Al Manhal (Nestle) waters (Qatar)

- **Assisted customers** in selecting and purchasing products based on their needs and preferences
- Managed and maintained inventory levels to ensure product availability
- Processed sales transactions and handled customer inquiries and concerns
- Participated in sales training programs to enhance product knowledge and sales skills
- Achieved and exceeded sales targets on a consistent basis

2018 -2021

ACCOUNT ASSISTANT

Al Manhal (Nestle) waters Qatar

- Managing accounts receivable and accounts payable processes
- Processing customer payments and issuing invoices
- Reconciling bank statements and financial records
- Assisting with budgeting and forecasting activities
- Performs daily sales reconciliation of cash reports by the cashiers and coupon reports by the sales executives
- Prepares end of the day reports submitted to the Senior Accountant
- Back up cashier- receives money/sales documents; crates cash reports and prepares money for petty cash.
- Process improvements Performed Regular reconciliation on both

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SKILLS

- Multitasking
- Conflict management
- Communication
- Customer Service
- Team work & Leadership
- Computer Literacy
- Accounts maintaining
- Critical Thinking & cross-functional coordination
- Maintaining Standards
- Technical Knowledge
- Additional Tools: MS Office Suite, Zoom
- Problem-solving and analytical skills
- Strong interpersonal
- Data analysis and reporting skills
- Ability to work independently and take initiative
- Ability to prioritize tasks
- Manage multiple accounts simultaneously
- Strong understanding of sales processes and strategies



PERSONAL INFO

Nationality : Sri Lankan
Date of Birth : 16th May 1991
Marital Status : Married
Pass port No : N10206701
Driving License : Qatar (Manual)
2019- 2025



WORK EXPERIENCE(Continued)

2014-2017

CASHIER

Al Manhal (Nestle) waters Qatar

- Transferring the cash/check and the supporting documents verified during the settlement to the Finance department and to the Booklet Storekeeper
- Filling in the "Daily Transaction Summary" (document detailing all the cash, checks and coupons received from all the Route Operators /Sales Representative and the total amount of cash and checks received from the Customers who came directly to the Company's premises to buy booklets.
- Performing the daily settlement of bottles and booklets delivered by all the Route Operators/Sales Representative.
- Uploading the transactions into the routing system, if the company is equipped with handhelds.
- Monitoring the amount of booklets.
- Preparing the deposit.

- ✓ Worked as a **Sales Executive** at IT House, Thimbirigasyaye. (2009)
- ✓ Worked as **Quality Controller** at E M Maliban Textiles, Colombo. (2010)
- ✓ Worked as a **Store keeper & Account Assistant** at Central Cycle Stores, Colombo (2011-2013)
- ✓ Worked as a **cashier** at Al Manhal (Nestle) water Factory Qatar (2014-2017)
- ✓ Working as a **Account Assistant** at Al Manhal (Nestle) Waters (2018-2021)
- ✓ Currently working as a **Sales Representative** at Al Manhal (Nestle) Waters 2021 Dec onwards.



The Healthy Hydration Company™



REFERENCES

Available upon request