



MOHAMED AZAM

Cashier & Sales Representative

70226414

coolazam2mail@gmail.com

DOHA QATAR



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



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

MOHAMED AZAM

Cashier & Sales Representative



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