



# Mohamed Musarraf

QID with NOC

Al Wakra, Qatar

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## **Profile**

Experienced professional with over 6 years in sales, merchandising, and inventory management. Proven track record in driving sales, maintaining accurate inventory records, and delivering high customer satisfaction. Adept at managing cash transactions and creating efficient workflows. Fluent in multiple languages, enhancing communication with diverse clientele. Ready to contribute to a dynamic team with strong analytical and customer service skills.

## **Professional Experience**

### **1. Salesman cum Cashier**

Royal Lanka for Equipment Rental & Repair - Al Wakrah Qatar

*September 2023 to present*

- ❖ Assisted customers with equipment selection, rental, and purchase based on their needs.
- ❖ Explained product features, rental terms, and repair options to clients, enhancing customer satisfaction.
- ❖ Provided feedback to management on customer preferences and potential new products.
- ❖ Handled cash and card payments accurately, maintaining balanced cash registers.
- ❖ Generated invoices, receipts, and maintained daily transaction records.
- ❖ Managed end-of-day cash reconciliations and prepared financial reports for management.
- ❖ Inspected returned equipment for damages or wear and tear and recorded any issues.
- ❖ Conducted periodic inventory counts to maintain accurate stock records.
- ❖ Coordinated minor repairs and maintenance of equipment, or arranged for further servicing if needed.
- ❖ Verified that all equipment was safe, clean, and ready for the next rental.
- ❖ Maintained organized records of rental agreements, customer information, and service history.
- ❖ Call quotation from different suppliers to obtain better prices and quality products.

### **2. Storekeeper at Smart Aqua Services (Pvt) Ltd – Sri Lanka**

*February 2020 to July 2023*

- ❖ Checked stock regularly to keep records accurate and reduce mistakes.
- ❖ Worked with sales and purchasing teams to plan stock needs and avoid running out of items.
- ❖ Made sure stock areas followed safety rules and company standards.

- ❖ Handled and recorded all items coming in and going out to keep records clear.
- ❖ Organized stock to make it easier to store and find items quickly.
- ❖ Helped identify slow-selling items and worked with the team to clear space in the warehouse.

### **3. Photographer cum graphic Designer at FinePix Studio – Sri Lanka**

*December 2017 – December 2019*

- ❖ Set up lighting, cameras, and other equipment for photo shoots to ensure high-quality results.
- ❖ Selected and arranged backgrounds, props, and models to match project themes and client requests.
- ❖ Enhanced photos through color correction, cropping, and other editing techniques for professional finishing.
- ❖ Maintained an organized archive of photos and design files for easy retrieval and future use.
- ❖ Assisted in planning and brainstorming sessions for visual projects with the design team.

### **Key Skills**

- ❖ Customer Service: Building rapport, upselling, conflict resolution
- ❖ Inventory Management: Stock control, inventory audits, organizing stock layout
- ❖ Cash Handling: Cash and card transactions, reconciliations, financial reporting
- ❖ Technical Skills: Basic computer applications, MS Office, POS systems, photography editing software
- ❖ Languages: Fluent in English and Tamil; Conversational in Hindi, Arabic, Malayalam, and Sinhala

### **Educational Qualifications**

1. G.C.E (Ordinary Level) Examination in 2015 - Puluthivayal Government Muslim Vidyalayam.
2. G.C.E (Advanced level) Examination in 2018 - Zahira College (National School) Puttalam.
3. Completed Spoken English & Computer Applications at Hallam City College – Puttalam.

### **Personal Data**

- ❖ Full Name : Mohamed Siddeeq Musarraf
- ❖ Date of Birth : 25<sup>th</sup> January 2000
- ❖ Sex : Male
- ❖ Nationality : Sri Lankan

I hereby declare that the above statements are true to the best of my knowledge and belief.



**Signature**

07.03.2025

**Date**