

CURRICULUM VITAE

SHOAIB AKHTAR



Email Id:
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Mob: +974-71045064
Valid Qatar Resident

Personal profile: -

Age: 35
Sex: Male
Nationality: Indian

Qatar Light DL
Manual/Automatic

Languages Known:

Read/ Write/Speak
English, Hindi,
Basic Arabic,

Objectives:

I am an organized and hard working with Nine years of experience in **Doha-Qatar**. I am looking for a position where I can work with clients in underrepresented populations and showcase my communication and collaboration skills.

Professional Experience: -

Company: - Arab Qatari Agricultural Prod. Co., Doha-Qatar
(Admin Assistant, April 2019 – Feb 2024)

ROLES & RESPONSIBILITIES:

- *Preparing, organizing and storing information in paper and digital form.
- *Dealing queries on the phone and by email (using Outlook).
- *Arranging post and deliveries.
- *Typing up letters and reports.
- *Updating computer records using a database.
- *Maintaining office systems.
- *Operating cash registers, managing financial transactions.
- *Collecting Cheques and depositing into bank.

Company: - Techno Glass Co. WLL Doha-Qatar
(Office Messenger, Feb 2016 - March 2019)

ROLES & RESPONSIBILITIES: -

- *Obtaining, inspecting, and signing for parcels at their designated pickup locations.
- *Taking extra care to load the parcels safely into bag or vehicle.
- *Creating and selecting the most efficient routes.
- *Transporting items to designated drop-off locations. Responding to recipients' inquiries regarding the delivery process, Assembling all necessary documentation and have the recipient signs it upon delivery. Verifying that I have completed all assigned work for the day.*Notifying line manager of unfulfilled deliveries.*Maintaining a friendly and helpful demeanor while performing our duties.
- *Delivering packages, documents, written and verbal messages,
- *Managing incoming mail in a professional and timely manner by opening, sorting, and distributing it.
- *Planning the most efficient and expedient route for deliveries between locations; organizing deliveries accordingly.
- *Maintaining accurate records regarding the receipt and delivery of packages, documents, messages, and other items, including tracking the date and time of the delivery and the parties involved.
- *Performing routine maintenance on delivery vehicles or scheduling it

Company: - Systematic Conscom Limited Noida Sec-1 India
(Merchandiser- Jan 2014 – Dec 2015)

ROLES & RESPONSIBILITIES: -

- *Monitoring sales and identifying any losses or stock wastage
- *Working with suppliers and distributors to negotiate prices and order large volumes
- *Collaborate with executives, marketers and salespeople to set prices that are good for the market and profit
- *Getting to know the customer base and understanding their motivation and sales drivers
- *Reviewing customer feedback to predict sales trends and seasonal stock demand
- *Briefing staff on stock display and rotation to ensure every space is optimized
- *Researching and monitoring industry trends and consumer behavior to anticipate demand and changes in buying patterns
- *Making predictions based on sales data, customer feedback and market trends
- *Assessing the effectiveness of different product displays and store layouts on sales figures
- *Reviewing competitors, including pricing, profit, marketing and other progress.

Education Qualification:

- **Matriculation:** - Passed 2008 (83%)
Board: Central Board of Secondary School Delhi-india.
Jawahar Navodaya Vidiyalaya (Virndavan West Champaran-India)
- **Higher Secondary school:** - Passed 2010 (67%)
Board: Central Board of Secondary School Delhi-india.
Jawahar Navodaya Vidiyalaya (Virndavan West Champaran-India)

Computer skills & IT Skills:

- Handling ERP oracle based application. Handling application based Software
- Microsoft office like MS word, MS excel & Outlook

Other skills & Achievements.

- Strong interpersonal skills, including verbal communication.
- Customer Service, Closing Skills, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships.

Strengths'

- Willingness to adhere to assigned routes, schedules, safety procedures, and transportation laws.
- Strong time management and customer service skills.
- Attention to detail.
- Commitment to work, responsible and able to work as a team.
- Ability to learn and adapt quickly in challenging environment
- Flexible, hardworking, and disciplined.

Declaration

- I hereby declare that the above mentioned information is true to the best of my knowledge and given an opportunity will work dedication and sincerity and will provide the best to the organization.

Shoaib Akhtar