

Abdullahi Lawan Bala

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Date of Birth: 15/01/2002

Religion: Islam

Nationality: North Nigerian

Professional Summary

Dedicated and hardworking professional with experience as an Office Assistant, known for reliability and excellent organizational skills. Fluent in English and committed to creating an efficient and positive work environment. Skilled in supporting teams and maintaining a clean, orderly workspace. Currently working as an Office Assistant with a valid QID. Ready to submit any required documents upon request.

Work Experience

Sales Assistant

Alwaha for Cars (Jetour), Qatar

Year to Year

- Assisted the sales team by guiding customers through the car purchase process and ensuring they received excellent service.
- Helped customers with finance solutions, including facilitating payments and handling receipts.
- Communicated with relevant departments to direct customer inquiries and ensure smooth coordination.
- Scheduled and informed customers about appointments and follow-ups.
- Maintained a customer-focused approach by checking on client needs and offering assistance throughout their visit.

Office Assistant

Alwaha for Cars, Qatar

Year to Year

- Maintained the office environment by organizing supplies, managing cleanliness, and assisting team members as needed.
- Supported daily operations with effective time management, contributing to a smooth workflow.
- Provided assistance to clients and staff, ensuring a welcoming and organized environment for customers.

Education

Government Technical College, Kano

2015 - 2021

Completed technical training with a focus on practical skills.

Dandago Special Primary School

2009 - 2015

Skills

- Excellent communication in English
- Respectful manners and professional demeanor
- Strong customer service and care skills
- Fast learner with the ability to adapt quickly
- Team player with good interpersonal skills
- Time management and organizational abilities
- Basic office management and clerical support
- Sales assistance and customer engagement experience

- Ability to handle client inquiries and direct them appropriately
- Basic understanding of financial transaction handling (receipts, payments)
- Scheduling and appointment coordination
- Workplace cleanliness and supply management