


CURRICULUM VITAE

Name : Surendra Sah
Contact : + 974 – 55454502 
Email : surendrasah2045@gmail.com
Address : Doha, Qatar.



POST APPLIED FOR | SALES REPRESENTATIVE / SALES EXECUTIVE

Career Objective

I am currently looking for a full-time position in an environment that offers a great challenge, increased benefits for my personal growth and the opportunity to input my skills to enhance the company efficiency and productivity.

Personal Summary

An ambitious, highly motivated, and energetic sales executive with excellent marketing and business development skills. Experience of managing sales and merchandising for established retail outlets, franchises and international brands. A result orientated professional with a proven ability to get results generate revenue, improve service as well as reduce costs. Over 10 years marketing experience of working in competitive industries and successfully identifying, developing and managing new business opportunities within these markets.

Key Qualification Include

- Over 16 years of experience as in the field of sales.
- Functional knowledge of developing new and potential accounts.
- Highly skilled in creating and implementing targeted sales goals
- Thorough understanding of current market trends and consumer buyer behavior
- Computer MS Office Applications and more.
- Multilingual: English, Arabic, Hindi and Nepali languages.

Areas of Expertise

- Decision making
- Sales forecasting
- Merchandising
- Stock inventory

Personal Information

- Gender : Male
- Date of Birth : 21/02/1989
- Nationality : Nepalese
- Marital Status : Married
- Languages Known : English, Arabic, Hindi & Nepali

Educational Qualification

- 12th, Higher Secondary School Certificate – Nepal.
- 10th, Senior Secondary School Certificate – Nepal.

Work Experience

- Jan 2024 – Present – Working as a Limousine Driver [Light Vehicle] at Serendip Limousine in Doha, Qatar.

Duties & Responsibilities

- ✓ Transport clients and/or packages to and from destinations
 - ✓ Arrive at destinations on schedule
 - ✓ Fulfill administrative needs, like office pickups
 - ✓ Use navigation applications to determine the best route
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- Mar 2022 – Dec 2023 – Worked as a Sales Representative cum Light Vehicle Driver at Big Trader Whole Sale with Aujan Al Ansari [Rani Juice and Barbican Vimto and Extra Chuigam] in Doha, Qatar.

Duties & Responsibilities

- ✓ Generating leads.
 - ✓ Meeting or exceeding sales goals.
 - ✓ Negotiating all contracts with prospective clients.
 - ✓ Helping determine pricing schedules for quotes, promotions, and negotiations.
 - ✓ Preparing weekly and monthly reports.
 - ✓ Giving sales presentations to a range of prospective clients.
 - ✓ Coordinating sales efforts with marketing programs.
 - ✓ Understanding and promoting company programs.
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- 2012 – 2022 – Worked as a Van Salesman, TT Salesman & Cash & Carry at Qatar National Import & Export Co. [Al Safi Danone] in Doha, Qatar.

Duties & Responsibilities

- ✓ Preparing Customer Requiring.
 - ✓ Provide advice on different products.
 - ✓ Provided information on products that customers showed interested in.
 - ✓ Performed customers information data entry activities.
 - ✓ Ensure that all product deliveries are made on time.
 - ✓ Assisted in documenting sales and updating customer profiles.
 - ✓ Archiving Monthly Target base on requirement.
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- 01 Year – Worked as a Van Salesman at Greek Food Supply in Doha, Qatar.
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Duties & Responsibilities

- ✓ Present the company's products and services to customers.
- ✓ Provide accurate and pertinent information to customers.
- ✓ Qualify leads, determine customer's needs, and close sales transactions.
- ✓ Provide services that include conveying, training and other value-added activities
- ✓ Support sales staff by filling orders, assisting with special projects, and coordinating with colleagues.
- ✓ Develop and implement sales strategies and plans
- ✓ Meet sales goals, quotas, and other company objectives.
- ✓ Deal with consumer complaints in an effective manner

Achievement

- Achieved 110% of the target in Qatar national import and export company (FMCG) in sales division of the company, closing 37 new costumers contributing to 20% additional revenue.

Technical Qualification and Training

- Good knowledge of Basic Computer Course (MS Word, MS Power Point, MS Excel and Internet email)
- Basic fire training.
- Basic PCR training.
- Forklift operator training with work FMCG Co.

License Details

License No.	Issue Date	Expiry Date	Vehicle Type
Qatar - 28952429677	15/10/2019	01/01/2030	Car [Light Vehicle]

Additional Skills

- Passion about service, self-motivated and performance driven.
- Flexible, innovative and honest.
- Extremely sensitive to time and deadlines.
- Ability to work in an international/multicultural environment.
- Dynamic, ambitious, competent, result oriented.

QID & Passport Details

- ♦ QID No. : 28952429677
- ♦ Expiry Date : 25/05/2025
- ♦ Passport No. : PA3169811
- ♦ Expiry Date : 11/08/2034

Reference-Available Upon Request

Right now, I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore, I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

Declaration

I do hereby certify that the above information is true and correct with the best of my knowledge.

Surendra Sah

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28952429677 الرقم الشخصي:
D.O.B: 21/02/1989 تاريخ الميلاد:
Expiry: 25/05/2025 الصلاحية:
Nationality: NEPAL الجنسية:
Occupation: سائق المهنة:



الإسم: سورندرا ساه

Name: SURENDRA SAH

Passport Number: PA3169811
Passport Expiry: 11/08/2034
Serial No: 31628952429677
Residency Type: عمل
Employer: سبيرينديب ليوموزين

رقم جواز السفر:
تاريخ انتهاء الجواز:
الرقم المسلسل:
نوع الرخصة:
المستقدم:

مدير عام الإدارة العامة للجوازات
General Director of the General
Directorate of Passports

توقيع حامل البطاقة
Holder's signature





State of Qatar
Ministry of Interior
Traffic Department

دولة قطر
وزارة الداخلية
إدارة المرور



DRIVING LICENSE

رخصة سوق

28952429677

الرقم الشخصي



الاسم سورندرا ساه

NAME SURENDRA SAH

NAT. NEPAL

الجنسية نيبال

DATE OF BIRTH 1989-02-21

تاريخ الميلاد

BLOOD GR.

فصيلة الدم

FIRST ISSUE 2019-10-15

ت. اول إصدار

VALIDITY 2030-01-01

ت. الإنتهاء

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform

يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حالة كونه بالملابس المدنية

Authorized Vehicles

المركبات المصرح بقيادتها

ملاحظات

EXCAVATOR حفار <input type="checkbox"/>	MOTOR CYCLE دراجة نارية <input type="checkbox"/>	نظارة طبية Glasses <input type="checkbox"/>
CRANE كرين <input type="checkbox"/>	CAR سيارة خفيفة <input checked="" type="checkbox"/>	عدسات Lenses <input type="checkbox"/>
LOADER شيل <input type="checkbox"/>	BUS حافلة <input type="checkbox"/>	اتوماتيك Automatic <input type="checkbox"/>
FORKLIFT رافعة شوكية <input type="checkbox"/>	MED. TRUCK شاحنة متوسطة <input type="checkbox"/>	احتياجات خاصة Handicaps <input type="checkbox"/>
OTHER أخرى <input type="checkbox"/>	TRAILER قاطرة ومقطورة <input type="checkbox"/>	إعاقة سمعية hearing Visability <input type="checkbox"/>
		التبرع بالأعضاء Organ Donation <input type="checkbox"/>

Licensing Authority

سلطة الترخيص



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Date: Feb 20, 2022

HRA/2022/00051

EMPLOYMENT CERTIFICATE

This is to certify that **Mr. SURENDRA SAH** of Nepalese nationality, has been employed with **Qatar National Import & Export** as a Sales Representative since **Sep 4, 2012** till **Feb 18, 2022**.

This certificate has been given to **Mr. SURENDRA SAH** upon his request. The company will not be held responsible for any current or future liabilities as a result of this certificate.

This certificate is certified true and correct.

Sincerely,

Qatar National Import & Export





May 17, 2010

To Whom It May Concern

This is to certify that **Mr. Surendra Sah** son of **Mr. Bigu Sah** permanent resident of Ishworpur-1, Sarlahi has worked in this company since 2008 to 2009 as a Office Boy.

He bears a good character in his job period and we found him to be sincere and hard working.

We wish him in every step of his successful future career.

Manager

