

AFIF SAFSAFI

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ABOUT ME

Accomplished professional with extensive experience in the fields of sales management, editing, as well as delivery and driving experience. My aspiration is to join a professional work environment where I can utilize my experience and skills to achieve organizational goals and enhance productivity.

EDUCATION

2011 - 2015

High School - Media Sciences Division

CERTIFICATES AND LICENSES

Light and Heavy Driving License | Qatar

LANGUAGE

- Arabic language.
- French language
- English language

EXPERIENCE

Immigration representative

2022-2024

- Implementation of procedures related to the issuance and renewal of passports and visas
- Coordinate with government agencies to complete transactions on time.
- Dealing with clients and providing assistance and advice on required documents

Storekeeper

2020-2022

- Oversee the receipt and storage of products according to the set standards.
- Manage inventory and conduct periodic inventories to ensure product availability and minimize waste.
- Coordinate distribution operations with other departments to ensure fast and efficient delivery

Driver

2018-2020

- Delivering orders and goods to the required destinations efficiently and on time.
- Adhere to traffic laws and ensure the safety of goods during transportation.
- Provide periodic reports on the condition of the vehicle and perform regular maintenance when needed

Sales representative

2017-2018

- Promote products and services and increase sales through effective marketing strategies.
- effective marketing.
- Build strong relationships with customers and provide consultations on appropriate products.
- Achieve set sales targets and increase the customer base.

SKILLS

- Ability to manage time and organize tasks efficiently
- Experience in dealing with government documents
- and administrative procedures.
- Negotiation and persuasion skills in sales
- Good knowledge of editorial systems and editorial management.
- Excellent driving skills with the ability to
- Operate intimate and conventional vehicles.
- Ability to work under pressure and meet deadlines.