M.S.A. Fazal Mohammed

Email: fazalanies26@gmail.com | Phone: +974 7062 7355  
Location: Doha, Qatar | Nationality: Sri Lankan  
Driver’s License: Qatar, Saudi Arabia & Sri Lanka  
Languages: English, Sinhala, Tamil, Arabic, Hindi, Malayalam

# Career Objective

Reliable and detail-oriented professional with over 19 years of diversified experience in administration, facilities operations, and customer handling. Seeking a position as a Collecting Officer where I can utilize my organizational skills, client coordination abilities, and background in engineering and FMCG operations to contribute to effective revenue collection and operational support.

# Key Skills

- Cash Handling & Documentation  
- Customer Service & Relationship Management  
- Field Collection & Payment Follow-Up  
- Inventory & Sales Coordination  
- Facilities & Equipment Oversight  
- Basic Accounting & Reporting  
- Multilingual Communication

# Relevant Experience

Business Development & Operations Manager

Castle Engineering, Qatar | 2017 – 2021

* - Coordinated service billing, follow-up on payments, and client communications.
* - Handled on-site operations, supported collection processes, and ensured documentation compliance.

Sales Supervisor

Friendly Foods W.L.L., Qatar | 2002 – 2006

* - Managed daily sales, stock reporting, and retail cash collection.
* - Conducted customer visits and ensured timely collections from retail outlets.
* - Monitored inventory and sales targets while ensuring prompt reconciliation.

Maintenance Manager

FAH Group, Qatar | 2022 – 2024

* - Maintained service contracts and supported invoicing and dues follow-up.
* - Supervised technicians and coordinated maintenance schedules with clients.

Admin Officer

Satco Clinics, Royal Commission, KSA | 1991 – 1996

* - Oversaw administrative records, billing control, and vendor payments.

# Education

Bachelor’s Degree in Business & Management

Advanced & Ordinary Level Certificates

# Certifications

Certificate in Electrical Installation

Certificate in Computer Hardware & Networking

# Technical Proficiency

MS Word, MS Excel, Email & Internet  
Basic Accounting Software | Adobe Photoshop | CorelDraw