



PERSONAL INFO

PASSPORT : N10070751
NIC : 197517900732
Qatar DL : 27514404932
DOB : 27.06.1975
GENDER : Male
NATIONALITY : Sri Lankan

LANGUAGES

ENGLISH
TAMIL
SINHALA
ARABIC
HINDI
MALAYALAM

CONTACT INFO

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SOFT SKILLS

Multitasking
Adaptability
Analytical
Integrity
Teamwork
Organization
Coordination

I. Ilyas MOHAMED

PROFILE

A dedicated professional with a diverse skill set in sales, cleaning supervision, and light driving. With experience in customer service, team leadership, and maintaining cleanliness standards in various environments, I am committed to ensuring high-quality service and operational efficiency. Possessing a strong work ethic, attention to detail, and a focus on safety, I am well-equipped to handle light-driving tasks while delivering excellent results in sales and team management. I am eager to contribute my skills to a dynamic and growing organization.

AREAS OF EXPERTISE

- Sales Management
- Cleaning Supervision
- Inventory Management
- Quality Control
- Training & Development
- Customer Service
- Light Driving
- Operational Efficiency
- Health & Safety Compliance
- Customer Relationship Management

WORK EXPERIENCE

SALESMAN | (02 YEARS)

Al- Majdouie Group K.S.A

SITE IN-CHARGE OFFICER | (02 YEARS)

Strong Trading, Doha, Qatar

DUTIES & RESPONSIBILITIES

- Ensure all site activities are carried out in accordance with safety standards, project plans, and schedules.
- Lead and manage site personnel, including contractors and workers, ensuring efficient workflow.
- Monitor the quality of work, ensuring it meets the required standards and specifications.
- Implement and enforce safety protocols to prevent accidents and ensure a safe working environment.
- Keep track of project progress & report updates to senior management or clients.
- Ensure that materials, equipment, and resources are available and used efficiently.
- Address and resolve any issues or challenges that arise on-site.
- Maintain accurate records of site activities, incidents, and inspections.

ACCOMPLISHMENTS

- Reduced project completion time by 15% through effective resource allocation and scheduling adjustments.
- Increased site productivity by 20% by optimizing workflow processes and reducing downtime.
- Achieved a 100% safety compliance rate by implementing rigorous safety training

● MAINTAINING & CLEANING SUPERVISOR | (02 YEARS)

Qatar Foundation University, Doha, Qatar

DUTIES & RESPONSIBILITIES

- Managing cleaning and maintenance teams, assigning tasks, and ensuring efficient operations.
- Ensuring cleaning and maintenance standards are met and addressing any issues.
- Monitoring cleaning supplies, tools, and equipment, ensuring they are well-stocked and in good condition.
- Providing guidance and training to cleaning and maintenance staff on procedures and safety protocols.
- Organizing work schedules to ensure all areas are cleaned and maintained regularly.
- Ensuring all tasks are performed in compliance with health and safety regulations.
- Keeping records of maintenance issues, cleaning schedules, and staff performance.
- Handling any maintenance or cleaning-related emergencies efficiently.

● CLEANING SUPERVISOR | 2004 - 2006 (02 YEARS)

Al-Mukthar Cleaning Co., Doha, Qatar

● COUNTER SALES MAN | (02 YEARS)

Hyundai Showroom, Dammam, Saudi Arabia

● SALES EXECUTIVE | (02 YEARS)

ABCD Entertains (Pvt) Ltd, Colombo, Sri Lanka

DUTIES & RESPONSIBILITIES

- Identifying and pursuing potential clients or customers through various channels.
- Presenting products or services to prospective clients and addressing their needs.
- Engaging in negotiations with clients to close sales and secure contracts.
- Building and maintaining strong relationships with clients for repeat business and referrals.
- Monitoring market trends, competitors, and customer feedback to adapt sales strategies.
- Tracking sales performance, maintaining accurate records, and providing regular reports to management.
- Working with other departments, such as marketing or customer service, to ensure customer satisfaction.
- Staying informed about product features and benefits to effectively sell and answer customer queries.

EDUCATION

CERTIFICATE IN FIRE FIGHTING COURSE

Al- Majdouie Group K.S.A

CERTIFICATE IN FIRST AID & SCOUT

G.C.E. ADVANCED LEVEL EXAMINATION

Sri Lanka

G.C.E. ORDINARY LEVEL EXAMINATION

Sri Lanka

CORE SKILLS

- Verbal Communication : Recognized ability to communicate with a range of individuals from different cultures
- Collaborative Team Member : Ability to collaborate with team members and organize in all activities
- Leadership : Ability to "lead", influence or guide other individuals, teams, and organizations
- Reliable : Commended reliability as team member and supporter

REFERENCES

Available upon request