



PERSONAL INFO

PASSPORT : N10070751
NIC : 197517900732
QID : 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

CLEANING SUPERVISOR | 2004 - 2006 (02 YEARS)

Al-Mukhtar Cleaning & Services Co., Doha, Qatar

DUTIES & RESPONSIBILITIES

- Oversee and coordinate the work of cleaning staff.
- Create and manage cleaning schedules to ensure all areas are serviced on time.
- Conduct regular inspections to ensure cleanliness meets organizational standards.
- Monitor stock levels of cleaning products and reorder when necessary.
- Ensure cleaning practices comply with health and safety regulations.
- Maintain logs of cleaning activities, staff attendance, and equipment usage.
- Supervise deep cleaning tasks or specialized cleaning projects as required.
- Evaluate the performance of cleaning staff and provide feedback or corrective action as needed.
- Manage cleaning supplies and equipment, ensuring availability and proper usage.
- Identify and address potential hazards to maintain a safe environment.

ACCOMPLISHMENTS

- Increased team productivity by 25% by implementing a structured cleaning schedule and optimizing staff assignments.
- Reduced cleaning supply expenses by 20% through efficient inventory management and vendor negotiations.
- Decreased response time to client requests by 40% by introducing a real-time communication system.

SITE IN-CHARGE OFFICER | 02 YEARS

Strong Trading, Doha, Qatar

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.

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