



Sailanie Abolais Yahya



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Mehairja Street, Luaib,
Alryan, Qatar

Applied Position:

**SALES EXECUTIVE /
SECRETARY / RECEPTION /
ADMIN ASSISTANT / SALES
ASSOCIATE / CASHIER**

SKILLS

Remarkable ability to analysis
and solve problems.

Skilled and well organized in
providing customer service,
order processing and cashier
management.

Active, energetic, responsible
with good communication skills

In-depth knowledge of MS word,
MS access, power point and
report making.

LANGUAGES

English



Arabic



WORK EXPERIENCE

SALES EXECUTIVE

National Paints Factories Co. W.L.L
St.41 Gate 29 Industrial Area.
March 11, 2022 to February 27, 2025 (3 Years)

We supply any kinds of paints and exporting
Through inside and out in Doha, and dealing the
customer, receiving LPO Local Purchase Order
from the customer, recording pending order
materials, and sending to the production.

Products are *Oryx*, *Robson*, *Max* etc.

SECRETARY /RECEPTION

National Paints Factories Co. W.L.L
St.41 Gate 29 Industrial Area.
December 17, 2020 to March 10, 2022 (2 Years)

- Responsible for handling front office reception and administration duties,
- Welcomes visitors by greeting them.
- Organize and maintain files (computerized and hard files).
- Answering telephones handling company inquiries, and sorting and distributing mail.
- Helping Direct visitors by maintaining employee and department directories;
- Giving instructions maintains security by following procedures.
- Assisting with a variety of administrative tasks including copying, faxing,

SALES ASSOCIATE / CASHIER

Qatar Optics Co.

Doha Qatar. City Center, The Mall

July-2011 to August 31, 2018 (7 Years)

- Maintain constant presence on sales floor to address customer needs.
- Approach browsing customers and initiate conversations to determine buying preferences.
- Recommend appropriate items and direct or lead costumers to selections.
- Assist customers with trying on items, finding appropriate sizes and completing purchases.
- Inquire about buying experience, item preferences and future purchases.
- Sign customers up for marketing lists and inform of upcoming promotions or customer events.
- Responsibility for maintaining security of assigned area.
- File maintenance for all outgoing/incoming materials

ADMIN ASSISTANT

Ayala Resort Hotel

Marawi City, Philippines

Jan-2008 to May-2010 (2 Years)

- Support Manager and supervision, as needed, in performing their job elements and responsibilities.
- Organize and maintain files (computerized and hard files).
- Generating and sending correspondence. quotes, purchase orders, shippers, reports, etc.
- Report preparation and generation (computerized and hard copy).
- Scheduling appointments.
- Send email and deliver messages and faxes.

SALES EXECUTIVE – STOCK CONTROLLER

KBM Group Darwish Co.

The Pearl-Qatar, Porto Arabia

December 2019 to November 2020 (1 Year)

Luxury Home Furniture Brand:

Fendi, Ralph Lauren, Bentley, Bugatti Armani, Trussardi, Multi Brand, Etc.

- Forecast supply and demand to prevent overstocking and running out-of-stock (POS)
- Enter purchase details (vendors information, invoices and pricing) into internal databases
- Place orders to replenish merchandise as needed
- Evaluate suppliers' offers and negotiate profitable deals
- Coordinate regular inventory audits
- Liaise with warehouse staff and other internal teams to test products' quality (status upon delivery and storage conditions)
- Keep updated inventory records (including daily shipments)

PERSONAL INFORMATION

| | |
|-------------|--------------------------|
| Status | : Married |
| Height | : 5'4" |
| Nationality | : Filipino |
| Religion | : Islam |
| License | : Qatar Driver's License |
| Visa Status | : Working Visa with NOC |

Training Attended

Lens and Freeform Training Program

GKB HI-TECH KODAKLENSES PVT. LTD –

Doha, Qatar

Jan 29, 2013

Educational Attainments

April 2002Mindanao State University – Marawi City

College Degree, Diploma in Agricultural Technology, Major in Crop Production Technology.