



# 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

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

### **Training Attended**

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#### **Lens and Freeform Training Program**

GKB HI-TECH KODAKLENSES PVT. LTD –  
Doha, Qatar  
Jan 29, 2013

### **Educational Attainments**

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April 2002Mindanao State University – Marawi City  
College Degree, Diploma in Agricultural Technology, Major in Crop Production Technology.