



# Mohamed Riyazi

Procurement Officer / Product Consultant

## Personal Info

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📍 Al Sadd, Doha, Qatar

🛂 Valid QID with NOC

🇱🇰 Sri Lankan

🚗 Valid Qatar Driving License

🎂 24/01/1984

## Education

- **Association Accounting Technician**  
JMC ,Colombo, Sri lanka
- **Diploma In Computerized Accounting**  
British College of Education , Colombo, Sri Lanka
- **National Certificate in Information and Communication Technology (NCICT)**  
Vocational and Technical Education , Kandy , Sri Lanka
- **Extension Course in English for Professionals**  
University Of Peradeniya ,Sri Lanka
- **Associate Member of The Society of Sales & Marketing**  
ASSM, London , U.K.
- **G.C.E. Advanced Level**  
Madina National School

## Summary

I aspire for a challenging position in a professional Organization where I can enhance my skills and strengthen them in conjunction with organization goals. A self motivated achiever with an ability to plan and execute.

## Work Experience

### Product Consultant, American Express Middle East, Doha, Qatar

March 2020 - Present

- Serve as the primary point of contact for clients, managing relationships and providing expert guidance throughout the product lifecycle.
- Conduct thorough market research and competitive analysis to inform product development efforts.
- Define product vision and execute on a comprehensive product strategy.
- Mentor and develop junior consultants.
- Facilitate workshops and design thinking sessions to gather requirements and translate client needs into actionable product specifications.

### Sr. Direct Sales Agent, Vodafone Qatar, Doha

January 2019 - February 2020

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through cold calling.
- Organizing sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.
- Aiming to achieve monthly targets.
- Collaborate with team members to achieve better results.

### Sr. Relationship Officer, Mashreq Bank, Doha

January 2014 - August 2018

- Manage the day-to-day operations of the office, including scheduling meetings and appointments, organizing files, and handling correspondence.

Skills

- Proficiency in Microsoft Office and purchasing software.
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.
- Supervisory and management experience.
- Attention to detail.

Teamwork

Time management

Creativity

Problem-solving

Interpersonal skills

Languages

- English
- Tamil
- Sinhalese
- Malayalam
- Hindi

- Act as the point of contact between executives and internal/external stakeholders.
- Prepare reports, presentations, and other documents for the executives as required.
- Coordinate travel arrangements for executives and handle related logistics.
- Maintain a safe and secure working environment by ensuring compliance with health and safety regulations.
- Organize and maintain the office filing system, including electronic and hard copy documents.
- Process and track invoices, purchase orders, and other financial documents as required.
- Manage inventory of office supplies and equipment and order new supplies as needed.

Banking Assistant - Procurement, Amana Bank

August 2008 - September 2013

- Overseeing and supervising employees and all activities of the purchasing department.
- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges

References

References available upon request