

Mohammad Qutaiba

00974 - 50393266

MohammadQutaiba@gmail.com

Current Location: Doha, Qatar

Pakistan Software Engineering Council (CST/98475)

Valid Qatar Driving License



Objective:

To be a part of a dynamic organization, where I can serve my skills and professional capabilities and excel as dedicated, committed, and innovative professional.

4 Years Professional Experience:

Sales Officer

SCHEDIA FOR BUILDING MATERIALS W.L.L, Doha

SEPTEMBER 2024 – Present



Key Responsibilities:

- Consistently achieved and exceeded monthly and quarterly sales targets by effectively identifying customer needs and offering tailored solutions.
- Built and maintained strong relationships with key clients, contractors, and architects, ensuring repeat business and customer loyalty
- Demonstrated in-depth knowledge of building materials, including [specific products, e.g., cement, tiles, insulation, architectural solutions etc.], to provide accurate and reliable advice to clients.
- Conducted product presentations and training sessions for clients and team members to enhance understanding and promote new product lines.
- Prepared detailed sales reports and forecasts to assist management in decision-making and strategy development.
- Monitored market trends and competitor activities to identify new business opportunities and adjust sales strategies accordingly.
- Successfully negotiated contracts and closed high-value deals with clients, ensuring profitability and long-term partnerships.
- Provided exceptional after-sales support, resolving issues promptly and ensuring customer satisfaction.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint) for creating presentations, proposals, and sales reports.

Sales Executive

UNITECH FOR BUILDING MATERIALS W.L.L, Doha

DECEMBER 2021 - AUGUST 2024



Key Responsibilities:

- Gained foundational knowledge of sales techniques, customer relationship management, and product presentation through on-the-job training and mentorship from senior sales professionals. Preventive maintenance.
- Learned to analyze market trends, competitor activities, and customer preferences to identify opportunities and adapt sales strategies effectively.
- Successfully met and exceeded sales targets for 2022 consecutive quarters by effectively identifying client needs and offering tailored solutions.
- Conducted regular site visits and meetings with contractors, architects, and project managers to understand their requirements and provide timely solutions.
- Ensured customer satisfaction by addressing concerns promptly and providing reliable after-sales support, leading to improved client loyalty.

- Worked closely with the logistics and marketing teams to ensure timely delivery of materials and effective promotional campaigns.
- Gained experience working in a fast-paced, multicultural environment, adapting to diverse client needs and market dynamics.

Internship (Backend Software maintainer)

Habib Bank Pakistan. LTD.

June 2020 – Sept 2020

Education:

Bachelor of Computer Science

University of Management and Technology, Sialkot, Campus

2016-2020

HSSC (Pre-Engineering)

Govt. Murray College, Sialkot.

2013-2015

SSC (Science Group)

Allied Schools, Sialkot.

2011-2013

Licensure:

- Pakistan Software engg Council
Reg No: cst/9475
- Valid Qatar Driving License

Skills:

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- **FYP:** IoT based solar power monitoring and tracking system.
- Good Communication Skills
- Effective interpersonal skills
- Excellent conceptual analytical skills

Languages:

- Urdu/Hindi Native
- English Fluent (IELTS 6.5 Bands)
- Arabic Beginner/Basic

Personal Info:

- Nationality: Pakistani
- Marital Status: married
- D.O.B: 21-09-1997