

# JUDE ROZAIRO

## 1 Date of Birth

16 Dec 1981

## 2 Nationality

Sri Lanka

## 3 Current Residential Address

Full Address: Qatar (Al-Wakrah, Argentina Neighbourhood)  
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+94 776323174 (WhatsApp)  
+974 77003462 (WhatsApp)  
Email: [rozairojudel73@gmail.com](mailto:rozairojudel73@gmail.com)

## 4 Education and Academic Qualifications

College / University	Certification	Year
Gampola Hindu College	G.C.E (Ordinary Level) Examination	1998
Gampola Hindu College	G.C.E (Advanced Level) Examination	2000

## 5 Received Training & Certification

- **English Learning Course by British Way (2000)**
  - Develop proficiency in reading, writing, speaking, and listening.
  - Enhance vocabulary and grammar knowledge.
  - Improve communication skills for academic, professional, or everyday use.
  - Analyse and appreciate literary and informational texts
- **First Aid Training by St. John's Ambulance Brigade (1998)**
  - Understand the principles of first aid and emergency care.
  - Learn how to assess and respond to common medical emergencies.
  - Gain confidence in applying life-saving skills before professional help arrives
  - Basic Life Support (BLS) and CPR
  - Common Medical Emergencies Support
- **First Aid and Fire Warden by Bright Academy, Qatar (2025).**
  - Understand the Principles and Importance of First Aid
  - Ensure Scene Safety and Personal Protection
  - Perform Basic Life Support (BLS) Skills
  - Understand roles and responsibilities of fire wardens in emergencies.
  - Learn how to safely respond to medical and fire-related incidents.
  - Promote safety awareness and emergency preparedness in the workplace
  - Identify Common Fire Hazards
  - Understand Fire Behaviour and Classes
  - Use Fire Safety Equipment
  - Lead Safe Evacuations
  - Assist in Fire Drills and Emergency Planning
  - Support Persons with Special Needs
  - Communicate Effectively During Emergencies



- **Basic Security Course by Falcon Samsic Security Services, Qatar (2020).**
  - Customer service basic.
  - Principles and benefit of security.
  - Understand the Role and Responsibilities of a Security Officer
  - Control Access and Monitor Movement
  - Respond to Emergencies and Incidents
  - Observe, Report, and Document Incidents Accurately
  - Demonstrate Professional Conduct and Communication

**6 Countries of Work Experience**

Sri Lanka, Qatar

**7 Languages**

Language	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Tamil	Excellent	Excellent	Excellent
Sinhala	Excellent	Excellent	Satisfactory
Hindi	Satisfactory	Nil	Nil

**8 Employment Record**

From	To	Employer	Position Held
Jan 2000	Feb 2006	Keselwaththa Distributors (Pvt.) Ltd.	Sales Representative
May 2006	Apr 2009	Vinseth Engineering (Pvt.) Ltd.	Sales Executive
Feb 2011	May 2018	Diesel & Motor Engineering PLC (DIMO) - TATA	Sales Executive
Jul 2018	Apr 2020	Senok	Senior Sales Executive
Aug 2020	May 2022	H. E. Engineering (Pvt.) Ltd.	Senior Sales Executive
Nov 2022	Jan 2023	Falcon Samsic Security Services (Qatar)	Security Officer
<b>Feb 2023</b>	<b>Present</b>	<b>Samsic Constructing and Services (Qatar)</b>	<b>Housekeeping</b>



**Task 1:**  
**Project:**  
**Employer:**  
**Main project features:**  
**Positions held/Job:**

**Sales Representative**  
**Customers Handling**  
**Keselwaththa Distributors (Pvt.) Ltd., Vinseth Engineering (Pvt.) Ltd., H. E. Engineering (Pvt.) Ltd.**  
**Hardware, Electrical, Water Proofing and Zinc Coating.**  
**Sales Representative and Sales Executive**

**Responsibilities:**

- Identify and Contact Potential Customers
- Present and Demonstrate Products or Services
- Negotiate and Close Sales
- Maintain Customer Relationships
- Achieve Sales Targets
- Record and Report Sales Data

**Task 2:**  
**Project:**  
**Employer:**  
**Main project features:**  
**Positions held/Job:**

**Vehicle Sales**  
**Customer Handling**  
**Diesel & Motor Engineering PLC (DIMO) – TATA, Senok**  
**Auto Mobile**  
**Sales Executive and Senior Sales Executive**

**Responsibilities:**

- Welcome walk-in and online customers professionally.
- Understand customer preferences, budget, and needs.
- Build rapport and ensure a positive first impression.
- Explain vehicle features, variants, and specifications.
- Highlight unique selling points (safety, performance, mileage, etc.).
- Arrange and conduct test drives.
- Ask probing questions to identify the right vehicle match.
- Recommend models based on purpose (family, commercial, luxury).
- Offer add-ons or upgrade options (insurance, accessories, extended warranty).
- Prepare price quotations, finance/EMI plans, and insurance options.
- Handle objections and price negotiations tactfully.
- Finalize deal terms and complete booking paperwork.
- Coordinate with finance, insurance, and registration teams.
- Collect documents and payments as per company policy.
- Provide updates on vehicle delivery status.
- Assist with delivery day formalities and post-delivery satisfaction.
- Follow up for feedback, referrals, and service reminders.
- Address concerns or complaints professionally.
- Enter customer interactions and status into the CRM system.
- Maintain an updated sales pipeline and activity report.
- Analyze feedback to improve customer handling strategies.
- Arrange the new dealer's appointment and maintain dealer positive relationship.



<b>Task 3:</b>	<b>Security Officer</b>
<b>Project:</b>	<b>Metro Security Project</b>
<b>Employer:</b>	<b>Falcon Samsic Security Services</b>
<b>Main project features:</b>	<b>Metro Security</b>
<b>Positions held/Job:</b>	<b>Security Officer</b> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Customer Service.</li> <li>• Access control for employees, visitors, outside contractors and materials.</li> <li>• Access control for the vehicles.</li> <li>• Responding in cases of fire, accidents, safety concerns and calling for medical assistance.</li> <li>• Preventing and reporting any security and safety violations.</li> <li>• Assisting MOI police in passenger screening.</li> <li>• Preparing Report.</li> </ul>
<b>Task 4:</b>	<b>Housekeeping</b>
<b>Project:</b>	<b>Old Doha Port</b>
<b>Employer:</b>	<b>Samsic Constructing and Services</b>
<b>Main project features:</b>	<b>Old Doha Port Cleanliness</b>
<b>Positions held/Job:</b>	<b>Housekeeping</b> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Sweep, mop, vacuum, and polish floors.</li> <li>• Dust and clean furniture, fixtures, and fittings.</li> <li>• Clean bathrooms and replenish supplies (toilet paper, soap, towels).</li> <li>• Disinfect high-touch areas (door handles, switches).</li> <li>• Empty trash bins and replace liners.</li> <li>• Sort and dispose of waste properly (recycling, hazardous materials).</li> <li>• Keep disposal areas clean and organized.</li> <li>• Monitor cleaning supply levels and report shortages.</li> <li>• Ensure proper storage of tools, equipment, and chemicals.</li> <li>• Handle laundry (collecting, washing, folding, distributing linens).</li> <li>• Report maintenance issues (leaks, broken fixtures) to supervisors.</li> <li>• Inform supervisors of lost and found items.</li> <li>• Maintain a professional and friendly attitude.</li> <li>• Follow proper cleaning procedures and checklists.</li> <li>• Use cleaning chemicals safely, with correct dilution and PPE.</li> <li>• Adhere to hygiene protocols at all times.</li> </ul>

## 10. Certification:

I, the undersigned, certify to the best of my knowledge and belief that this CV correctly describes my qualifications and my experience.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date : 10<sup>th</sup> Jun 2025

Signature : JUDE ROZAIRO