



# HAMID MIR AHMED

## SALES REPRESENTATIVE

### CONTACT

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📍 Doha, Qatar.

DOB: 17-08-1990

### LANGUAGES

- Arabic
- English
- Urdu/ Hindi
- Bangla

### EDUCATION

High school diploma  
2009

### SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### PROFILE

Experienced and results-driven Sales Representative with a strong background in the contracting and transportation sectors. Proven ability to build client relationships, negotiate contracts, and drive revenue growth. Skilled in handling official documentation, including passport and nationality processes, with a keen eye for detail and compliance. Dedicated, professional, and adaptable with a strong commitment to client satisfaction and organizational success.

### WORK EXPERIENCE

#### Contracting passport and nationality, UAE

2012-2018

Handled passport and nationality-related documentation for drivers and staff, ensuring compliance with legal and governmental requirements. Played a key role in daily operations, customer service, and coordination with both internal teams and external agencies to ensure smooth and efficient service delivery.

#### Wajdaniya , Bus rental company, UAE

Responsible for coordinating daily operations related to vehicle rentals, including managing client inquiries, preparing rental agreements, and scheduling vehicle dispatch. Ensured timely maintenance and cleanliness of buses, coordinated with drivers for smooth transportation services, and maintained accurate records of bookings and contracts. Provided excellent customer service, handled payments, resolved client issues, and supported administrative tasks such as licensing, insurance, and staff documentation.

#### Contracting and general buildings, UAE

2009-2012

##### Sales representative

Involved in the planning, execution, and supervision of construction and general building projects, ensuring compliance with project specifications, safety regulations, and timelines. Coordinated with engineers, subcontractors, and suppliers to manage daily site operations. Assisted in preparing project estimates, procurement of materials, and maintaining documentation. Monitored work progress, conducted site inspections, and reported issues to project managers to ensure quality standards were met throughout each phase of construction.