



+91 701 3156 576

faisalbinmahmood07@gmail.com

Hyderabad, India

SKILLS

Customer Service & Communication Skills

Sales Techniques: Cross-Selling & Up-Selling

Office & Administrative Support

Reliable & Punctual with a Professional Attitude

POS Operation & Document Handling

Light Vehicle Driving & Route Navigation

Teamwork and Time Management

Basic Arabic (speaking)

Conversational English

LANGUAGES

Hindi

English

Arabic

DRIVING LICENSE

Driving license category

Valid Qatar Light Vehicle Driving License (Automatic)

FAISAL BIN MAHMOOD

SALES EXECUTIVE / OFFICE SUPPORT ASSISTANT / DRIVER (LIGHT VEHICLE)

ABOUT ME

Dedicated and results-driven professional with over 4 years of experience in sales and office support roles in Qatar. Proficient in customer engagement, office assistance, and logistics coordination. Holding a valid Qatar light vehicle driving license. Seeking a dynamic role in Dubai to contribute strong interpersonal, organizational, and client service skills to a reputable organization.

WORK EXPERIENCE

Salesman
Private Company / Doha

- Greeted and assisted customers, helping close sales deals efficiently.
- Worked collaboratively within the sales team to meet targets.
- Promoted company products/services to boost revenue.
- Supported team leads and handled additional assigned duties.

Office Support Assistant
Private Office / Doha

- Handled routine office support tasks including file delivery and internal documentation.
- Loaded/unloaded goods ensuring product safety during transit.
- Managed pick & drop duties, recorded vehicle routes and schedules.
- Assisted with memo distribution, file handling, and other clerical work.

EDUCATION

Intermediate Education
Lifeline Junior College / Hyderabad

High School
Suffah Mission High School / Hyderabad