

Curriculum Vitae

Amjad Ali A. Ali

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QID & NOC: Available Anytime



Career Objective

Motivated and results-oriented professional with over 4 years of experience in sales, merchandising, banking, and office administration. Recently added driving skills with a valid Qatar Driving License. Seeking a position as a **Salesman, Merchandiser, Office Driver, or related role** where I can utilize my communication, organizational, and customer service skills to contribute to business growth and team success.

Work Experience

IBA Interiors Nolte Küchen – Qatar

Office Assistant

Jan 2023 – Dec 2024

- Assisted in daily office operations, documentation, and coordination with suppliers and clients.
- Maintained office records, handled filing systems, and supported project documentation.
- Coordinated with the management team for smooth workflow and task execution.

Vishal Mega Mart – Patna, India

Salesman & Merchandiser

Dec 2021 – Nov 2022

- Handled multiple brands and items in-store, ensuring effective product display and merchandising.
- Assisted customers with product selection, providing detailed product knowledge.
- Prepared daily sales reports and met individual sales targets.
- Coordinated with supervisors to achieve store sales goals.

IndusInd Bank – Sitamarhi, India

Marketing Agent (Finance Division)

Feb 2020 – Nov 2021

- Promoted banking products and services to customers.
 - Managed marketing campaigns and coordinated with advertising agencies.
 - Resolved customer concerns and improved client satisfaction.
 - Assisted in organizing promotional events and activities.
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Academic Qualifications

- **B.Com** – B.R.A.B. University, Muzaffarpur, Patna, India
 - **Higher Secondary (12th)** – B.S.E.B Board, Patna, India
 - **10th (School Leaving Certificate)** – B.S.E.B Board, Patna, India
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Certifications & Training

- Advance Diploma in Computer Applications – Vishwas Institute of IT, India
 - Computerized Financial Accounting (Accounts PRO) – Aptech, India
 - MS Office (Word, Excel, PowerPoint, Outlook)
 - Tally Accounting System & Adobe Acrobat
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Skills

- Strong sales and merchandising skills with proven customer service experience.
 - Excellent communication and negotiation skills.
 - Computer literacy in MS Office, accounting software, and database systems.
 - Ability to manage office documentation and administrative tasks efficiently.
 - Problem-solving and multitasking abilities.
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Driving License

- **Country:** Qatar
- **License No.:** 29435644332
- **Date of Issue:** 15-Jan-2025
- **Valid Until:** 14-Jan-2030
- Authorized to drive light vehicles.

Personal Details

- Name: Amjad Ali A. Ali
- Date of Birth: 10-May-1994
- Gender: Male
- Marital Status: Married
- Nationality: Indian
- Passport No: U3555403
- Languages: English, Hindi, Urdu

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Amjad Ali A. Ali