

CURRICULUM VITAE

MOHAMMED QAISER



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OBJECTIVE

Interested to work in an institution where in I can exploit my Knowledge to the maximum and also use my inter personal and communication skill, ability to establish and maintain healthy relationship with all levels of staff, management. To do the tasks at hand in systematic manner and excel in executing the job with my analytical and problem solving skills and work for the development the company.

ACADECMIC EDUCATIONAL BACKGROUND

GRADUATION: B.COM (Computers) OSMANIA UNIVERSITY - 2014, Hyderabad. INDIA.

INTERMEDIATE: Board of Intermediate - 2008, Hyderabad. INDIA.

SECONDARY SCHOOL CERTIFICATE: Vikas High School - 2006, Hyderabad. INDIA..

TECHNICAL SKILLS

- Diploma in accounting packages: TALLY Erp9, WINGS, FOCUS, PEACHTREE.
- Microsoft Office-WORD, EXCEL.
- Windows Operating Systems.

Worked as a " SUPERVISOR" in "STROMEK EMIRITES FOUNDATION", DUBAI from (OCTOBER 2024 to APRIL 2025).

Worked as a "SUPERVISOR & DRIVER" in "ELECTRICAL & ENGINEERING WORKS.", Qatar from (June 2017 to January 2022).

Worked as a "SALES PROMOTER" in "SAMSUNG MOBILES" Hyderabad form (MARCH 2016 to MAY 2017).

RESPOSIBILITIES

- Supervised maintenance staff by determining workloads and schedules; developed, interpreted and implemented policies and procedures; evaluated staff.
- Welcome customers with a smile as they enter into premises.
- Supervise the general activities of the Sales Team or particular section of it, as directed.
- Maintain the visual standards and image of the store are maintained, such as store mobiles displays.
- Provide information on daily deals and promotions.
- Confer with company officials to develop methods and procedures to increase sales, expand markets and promote business.
- Provide information regarding each product and any discount offers associated with it.
- Resolve customer complaints and issues in a timely and satisfactory manner.
- Order out of stock items in a timely manner.
- Achieve sales targets.
- Maintaining customer's database.

PERSONAL INFORMATION

Father Name :MOHAMMED GHOUSE UDDIN.
Date of Birth :06-09-1989
Gender :Male.
Nationality :Indian.
Religion :Muslim.
Marital Status :Married
Languages :English, Arabic, Urdu, Telugu and Hindi.

PASSPORT DETAILS:

Passport No :Y5298543.
Date of Issue :02-06-2023.
Date of Expiry :01-06-2033.

DOHA QATAR DRIVING LICENCES:

Date of Issue :2018-06-24
Date of Validity :2023-06-23

DECLARATION:

I hereby declare that the above-mentioned information is correct up to the best of my knowledge and I bear the responsibility for its correctness.

Mohammed Qaiser