

ASHIK ABDUL SALEEM

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📍 **Location:** Qatar | **Visa Status:** Transferable | **Nationality:** Indian | **Driving License:** Valid Qatar Driving License

PROFESSIONAL SUMMARY

Results-oriented and highly accomplished Supervisor with 10+ years of progressive experience in team management, performance improvement, and project leadership. Proven ability to develop and execute strategic initiatives that drive operational efficiency, enhance team productivity, and achieve business objectives. Expertise in conflict resolution, employee development, and maintaining a positive and motivating work environment.

KEY SKILLS

- Project Management
- Cost Estimation & Budgeting
- Team Supervision & Leadership
- Site Management
- Inventory & Stock Management
- Market Research & Client Prospecting
- Order Processing & Documentation
- Maintenance Planning
- MEP Coordination

PROFESSIONAL EXPERIENCE

Yellow Tech Trading & Contracting Co. W.L.L Sales Executive

- **Feb 2025 - Aug 2025***Qatar*
- Managed client accounts and maintained long-term business relationships.
- Promoted products and closed sales through effective negotiation and customer service.
- Developed and implemented sales strategies that increased quarterly revenue by 25%.

- Negotiated complex sales contracts, securing favourable terms and maximizing revenue potential.
- Monitored sales performance and implemented corrective actions to drive continuous improvement.
- Developed and delivered sales training programs to enhance team skills and knowledge.
- Participated in industry conferences and events to stay abreast of best practices and network with potential clients.
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Newcon Construction W.L.L

Supervisor

Apr 2024 - Nov 2024 *Qatar*

- Supervised on-site operations ensuring compliance with safety and quality standards.
- Coordinated with multiple teams in New Meter Installation Project
- Led a project to streamline operations, reducing costs by 10%
- Supported special projects and assignments as needed
- Delegated tasks effectively and provided clear instructions
- Supported special projects and assignments as needed
- Coordinated with human resources to ensure compliance with all labor laws

AL Ajjaj Limited Company W.L.L

Excavating Supervisor

Dec 2022 - Apr 2024 *Qatar*

- Directed a team of excavators, ensuring efficient and safe excavation operations on various construction projects.
- Established and implemented excavation plans, including soil analysis, safety protocols, and environmental compliance measures.
- Conducted site inspections and surveys to assess excavation requirements and develop appropriate excavation strategies.
- Managed excavation budgets, ensuring cost effective operations while maintaining project timelines.
- Prepared detailed excavation reports and documentation, including excavation logs, soil analysis results, and safety assessments.
- Developed and implemented innovative excavation methods, reducing project timelines and enhancing site productivity.
- Collaborated with project managers, engineers, and other stakeholders to ensure seamless project execution.

Kerala State Electricity Board

- **Supervisor**

Dec 2020 - Dec 2021 *Kerala*

- Monitor the progress and quality of all electrical work, including installation, maintenance, and repair tasks. You are responsible for the timely completion of all project milestones.
- Supervise, coordinate, and train your team of electricians and workers. You must assign tasks, plan and manage work schedules, and evaluate the team's performance.
- Manage and deploy resources, such as manpower, tools, plant, and equipment, based on the project requirements.
- Conduct inspections and tests on electrical systems to ensure all work meets KSEB's specifications and industry standards. This includes commissioning new equipment.
- Maintain accurate records of work performed, including maintenance logs, inspection reports, material costs, and time sheets.
- Prepare and submit progress reports and final material statements to the KSEB Assistant Engineer.

JNP Trading W.L.L

- **Outdoor Sales Representative**

May 2015 - May 2017 Qatar

- Promoted building materials and safety equipment to clients across Qatar.
- Managed client accounts and resolved customer issues.
- Direct, plan, or implement policies, objectives, or activities of organizations or businesses to ensure continuing operations, to maximize returns on investments, or to increase productivity.
- Prepare budgets for approval, including those for funding or implementation of programs.

LANGUAGES

- English – Fluent
- Hindi – Fluent
- Malayalam – Native
- Arabic – Basic