



Mohamed Riyas Mohamed Hafil

Admin Assistant

Doha, Qatar

hafilbut@gmail.com

+974-305 222 47

SUMMARY

Dynamic and results-driven professional with extensive experience in cashiering, sales representation, and administrative support. Eager to leverage my skills in customer service and accounting to contribute to a thriving team. Passionate about fostering positive customer relationships and driving sales growth. Committed to delivering exceptional service and support, I am excited about the opportunity to join your team and help achieve organizational goals.

SKILLS

- Business Development & Lead Generation
- Client & Supplier Coordination
- Marketing Campaign Support & Promotion
- Leadership & Team Management
- Digital Marketing & Communication
- Point-of-Sale Systems

EXPERIENCE

Cashier Cum Sales Representative *Jan 2023 — Jan 2026*

Auto Q Auto Services - Bin Omran

Promoted automotive products and service packages to customers, built strong client relationships by greeting customers, answering inquiries, and providing product/service information. Supported marketing initiatives by highlighting promotions at point of sale and assisting in lead generation. Maintained accurate transaction records and ensured smooth customer experience during the sales process.

Admin Cum Junior Accountant *Jan 2019 — Jan 2022*

Al Baraah Trading and Contracting Co. - Al Sadd

Managing financial records, including preparing and analyzing financial statements, processing invoices, reconciling accounts, and ensuring compliance with accounting standards. Additional duties include managing budgets, tracking expenses, and providing financial insights to support decision-making.

Sales & Customer Development Officer *Jan 2017 — Jan 2019*

Fonterra Brand Lanka Ltd. - FMCG - Sri Lanka

Built client relationships and supported sales growth. Delivered customer service and product development support.

EDUCATION

Mansfield University *2014 — 2018*

Lusaka-Zambia | BSc in Computer Science

Computer Networks & Network Security.

E-Soft Campus *2011 — 2012*

Colombo | Diploma in Computerized Accounting