



TONY PALLATH ANTONY

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Doha, Qatar

PROFILE SUMMARY

Dedicated and versatile professional with over 10 years of diverse experience across administration, vehicle driving, fire safety (refinery), and sales leadership. Currently working as a Light Driver & Administrative Assistant in Qatar, with a free transferable visa and a valid Qatar driving license. Demonstrated ability to manage office operations, support teams, maintain documentation, and deliver exceptional customer service. Strong background in fire protection systems, having worked as a Fire Technician in a refinery environment. Proven sales expertise with more than a decade of experience in jewelry and automotive showrooms, holding roles from Sales Executive to Team Leader.

EDUCATION

■ DIPLOMA IN FIRE AND SAFETY

IFAST, Kochi, India

■ HIGHER SECONDARY EDUCATION

SNDPHSS, Kochi, India

■ SECONDARY

SNDPHSS, Kochi, India

PASSPORT DETAILS

Passport No: C8187438

Place Issue: Cochin

Date of issue : 14/02/25

Date of Expiry : 13/02/35

DRIVING LICENCE DETAILS

Valid Qatar Driving Licence

Qatar LC No: 28435685906

Qatar ID No: 28435685906
(Free transferable visa)

PERSONAL DETAILS

- Nationality : Indian
- Gender : Male
- Date Of Birth : 25-12-1984
- Marital Status : Married
- Religion : Christian

WORK EXPERIENCE

LIGHT DRIVER & ADMINISTRATIVE ASSISTANT

(MAY 2025 - PRESENT)

UNILINK GENERAL TRADING AND CONTRACTING, DOHA QATAR.

- Performed daily banking activities including cash deposits, cheque deposits, fund transfers, and document submission.
- Collected bank statements, processed payments, and supported finance and accounts teams with routine transactions.
- Managed office supplies and supported HR/Admin with daily operational tasks.
- Assisted in coordinating office activities, scheduling, and communicating with departments.
- Handled visitor assistance and provided professional customer service
- Safely operated light vehicles for official transportation of staff and documents. And ensured timely delivery of documents to banks, ministries, and clients.

ASSISTANT SALES MANAGER

(FEB 2023 - APR 2025)

MALAYALAM TATA, ERNAKULAM.

- Conduct regular performance evaluations and implement development plans. Recruit, train, and manage the car sales team
- Develop and execute sales strategies to drive showroom performance.
- Motivate staff through coaching, performance incentives, and regular feedback.
- Analyze market trends, competitor activity, and customer behavior to adjust strategies accordingly.
- Ensure high levels of customer satisfaction throughout the buying process.
- Supervise vehicle display layout, cleanliness, and showroom presentation to attract customers.

TEAM LEADER SALES

(JUL 2018 - JAN 2023)

MALAYALAM TATA, ERNAKULAM.

- Provide guidance and support to sales executives in closing deals
- Monitor individual performance and help team members achieve their targets. Engage directly with customers for high-value or complex sales.
- Help set monthly and quarterly sales targets for the team.
- Track sales performance and prepare performance reports for management review. Prepare daily, weekly, and monthly sales reports for the Sales Manager.

SKILLS

- Documentation
- Office Coordination
- Banking
- Leadership
- Safe Driving & Route Knowledge
- Fire Safety Knowledge
- Automotive knowledge
- Vehicle Inspection
- Client Communication
- Customer service
- Administrative Support
- Team Coordination
- Computer Skills
- Valid Qatar License

LANGUAGE

- English
- Hindi
- Malayalam
- Arabic (Basic)

SALES EXECUTIVE

(OCT 2016 – MAY 2018)

NIPPON TOYOTA, ERNAKULAM

- Follow up with potential customers to convert leads into sales.
- Maintain up-to-date knowledge of all car models, variants, features, colors, and prices. Actively participate in sales campaigns, promotional events, and roadshows.
- Stay informed about competitor vehicles and market trends
- Coordinate with the finance team for loan, lease and coordinate with the delivery team to ensure timely and smooth handover of vehicles
- Meet or exceed monthly and quarterly sales targets set by the showroom manager
- Prepare daily sales reports and update management on lead status and bookings.

SALES EXECUTIVE

(SEP 2014 – JUL 2016)

ALAPPAT JEWELLERY, ERNAKULAM

- Build and maintain relationships with high-value and repeat customers
- Promote a customer-focused and target-driven work culture.
- Coordinate with inventory teams to ensure optimum stock availability on the showroom floor
- Prepare daily, weekly, and monthly sales reports for senior management.
- Monitor sales performance and provide feedback and development plans.

SALES EXECUTIVE

(FEB 2013 – SEP 2014)

ALAPPAT JEWELLERY, TRIVANDRUM.

- Greet and assist customers with selecting jewellery based on their preferences, budget, and occasion.
- Maintain deep knowledge of jewellery types, precious metals, gemstones, certifications
- Educate customers about product quality, care, and authenticity
- Monitor and manage stock on the showroom floor.
- Prepare bills, handle payments, and process invoices using POS systems.
- Achieve individual and team sales targets set by management.

FIRE & SAFETY TECHNICIAN

(2010 – 2012)

KOCHI REFINERY

- Conducted fire safety audits, inspected extinguishers, and monitored alarm systems.
- Participated in emergency drills and provided frontline response during incidents.
- Delivered safety awareness programs and fire extinguisher handling demonstrations.
- Ensured all safety gear and emergency exits were up to standard and fully operational.
- Recorded safety data, updated risk assessments, and submitted reports to HSE officers.
- Assisted maintenance teams in identifying potential hazards and correcting issues.

DECLARATION

I hereby declare that the above mentioned information are correct to the best of my knowledge and belief.

TONY PALLATH ANTONY