

# Curriculum Vitae

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## Sajid Khatib

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### SALES/MARKETING

*Ability to analyze market information and build a plan strategically while also being able to execute tactically. With the ability to multitasking as well and willing to accept any level of responsibility that accompanies a job role and is committed to getting value for money in anything that is challenging.*

### STRENGTHS - SKILLS – ABILITIES

- ✦ Excellent interpersonal skills, an active speaker and a good listener, team player.
- ✦ Strive for quality and result, highly self-motivated and enthusiastic.
- ✦ Eager to learn and meet new challenges, fast learner with out-of-the box thinking.
- ✦ Ability to work under pressure and meeting demanding deadlines.
- ✦ Flexible and easily adapt to a complex and dynamic environment.
- ✦ Strong analytical skills & staying calm in stressful situations, conscientious and reliable.
- ✦ Driven to exceed expectations and willing to work efficiently and effectively.

### PROFESSIONAL WORK EXPERIENCE

#### **KASIMY TRADING, QATAR (Sales Executive)**

*(August 2025 – Till date)*

- ✦ Generate new business opportunities via outgoing calls, emails, to target decision-makers.
- ✦ Understand the customer needs/budget and negotiate the prices, ensure quick follow-up and effective negotiation.
- ✦ Address customer complaints in a timely and efficient manner
- ✦ Attend team meetings, business training, and professional development programs.
- ✦ Meet and exceed monthly and quarterly targets which contributes to the overall company growth.
- ✦ Observe market trends and competitor activity, and give insights and recommendations to the management.

**AL HUTAIB TRADING & CONTRACTING, QATAR (Sales Executive)**  
*(April – June 2025)*

- ✦ Was Responsible for the complete invoicing of the sales, which mainly contributed for the overall turnover of the company.
- ✦ Achieving given sales target, in line with the company policies.
- ✦ Sourcing new suppliers and finding out what they have to offer, Forecasting the future levels of demand for products
- ✦ Established relationships with decision makers at the businesses for emerging growth of the company.
- ✦ Developing relationships with suppliers, negotiating contracts with suppliers and forecasting future demands.
- ✦ Handling stock allocation – Incoming daily stocks to be properly allocated between wholesale/retail, processed incoming orders, coordinated shipments and handled customer related issues.

***Retail Crafters (Projects/Installation), India (2020-2025)***

- ✦ Worked with brands (Adidas / Reebok / M&S / Faces / Sugar / Reliance trendz / Reliance smart / Asian Paints / Shoppersstop)
- ✦ Working with the Human Resources & Quality Department, and the General Manager to perform orientation of new hires
- ✦ Fostering an environment of teamwork and cooperation and a culture of workplace
- ✦ Managing the installation team of our night shift workforce
- ✦ Provide immediate verbal updates of serious incidents to the site manager, operations manager and/or general manager
- ✦ Have the ability to work under pressure to deadlines and ability to prioritize workloads.

**EDUCATION - TRAINING - KNOWLEDGE**

- ✦ Bachelor Degree.
- ✦ Completed Higher Secondary College (HSC).
- ✦ Languages: Fluent in English, Hindi and Urdu.
- ✦ Proficient in MS-Office XP Package incl. Word, Excel, outlook and also worked on EMS/ ERP based Oracle programs and all basic software including internet, e-mail etc.
- ✦ Creative, determined and result-oriented individual with excellent communication and interpersonal skills.

**OTHER INTERESTS AND PASSIONS**

Interests outside of the professional world include: cooking, restaurants, fitness, reading, travelling.

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