



# Muhammed Ali Jawahar

(Coordinators, Sales, Marketing Supporting Services)

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## EDUCATION

Degree in BBA, MG University,  
Kerala, India 2012-2015  
First Ernakulum Government of  
India .

## Skills:

Customer Service Excellence  
Database Administration  
Experience  
Teamwork  
Multitasking, Time Management,  
Leadership  
Ability to work under pressure,  
Critical Thinking  
Safety Tech Management & HSE  
Budgeting, Cashier, Microsoft  
Word, Excel, and PowerPoint.

## Language:

- English
- Hindi
- Arabic
- Malayalam (Native)

## Driving License

Qatar, India (LMV)

## REFERENCE

Available on request.

### **Nov 2025-Present ,Prudent Innovation WLL Doha**

#### **Coordinator (Sales, Marketing, Supporting Service)**

- Assisted in daily administrative tasks, including filing, data entry, and managing correspondence.
- Maintained office supplies inventory and coordinated with vendors for timely procurement.
- Scheduled meetings, managed calendars, and ensured smooth office operations. Supported the accounts department by preparing invoices and processing payments.
- Handled incoming inquiries and provided information to clients and visitors professionally.

### **Feb 2024-Nov 2025 Fit Bizz Gym, Accounts & Admin Coordinator**

- Managed financial transactions, membership records, and billing inquiries. Handled payroll, vendor coordination, and inventory tracking.
- Delivered exceptional customer service by addressing member inquiries and ensuring a positive experience.
- Oversaw administrative tasks, scheduling, and internal record management. Ensured compliance with policies and supported operational efficiency.

### **June 2023 – Jan 2024 Cake Castle Doha, Sales Executive**

- Promoted and sold bakery products, meeting and exceeding monthly sales targets. Assisted customers with product selection, provided detailed information, and ensured a high level of satisfaction.
- Handled order processing, billing, and inventory updates to maintain operational efficiency.
- Managed merchandising displays to maximize product visibility and sales. Developed and maintained positive customer relationships to encourage repeat business.
- Coordinated with the team to execute promotional events and seasonal campaigns effectively.

### **Mar 2018 – May 2023 Silvan Light India Sales Supervisor**

- Supervised and trained the sales team to achieve targets and deliver excellent customer service.
- Managed daily store operations, including inventory, stock replenishment, and merchandising.
- Monitored sales performance and implemented strategies to improve outcomes. Resolved customer complaints efficiently, ensuring satisfaction and loyalty. Coordinated promotional campaigns and assisted with operational planning.