



# MOHAMED NAYEEM

+974 31456856

Doha, Qatar

nayeemvr@gmail.com

Transferable visa with QID

## PROFILE SUMMARY

Dynamic, meticulous, & results-driven Sales & business professional with 25 years of diversified work experience including 17 years in Qatar, sound professional expertise, deep operational insight, sharp business acumen, and strong driving skills. Possess a proven capacity to collaborate with multifaceted corporate teams to deliver greater heights in terms of operational efficiency, profitability, quality of product/service, and steady sustainable business growth.

## WORK EXPERIENCE

### ALMOE AV Solution Qatar

Oct 2015 - Mar 2025 | Doha, Qatar

#### Messenger & Driver - 10 years

- Plan and follow the most efficient routes for delivering the documents and goods
- Deliver high Equipment of Audio Visual And IT products Such As Video Projectors, Projection Screen, Wireless Microphones, Microphones Mixers, Podiums, Overhead Projectors, players, computers
- Help to technicians and office staffs by answering their phone calls and deliver their requirements
- Drives/operates company vehicle to work off property and obtain needed parts and equipment.
- Visit companies and personal customers to collect Cheque & Collections
- Deposit the Cheque and & Cash to Bank as per Accounts denominations
- Assist the technicians while installing IT & Electronics Equipment
- Drop off staffs and Technicians to their Respective Locations
- Assisting customers with returns, purchasing store protection plans and service packages.

### AS INVENT Qatar

May 2014 - Sep 2015 | Doha, Qatar

#### Merchandiser (Multi Role)- 1.5 Years

- Analyze sales figures and consumer behavior to predict trends, strategies, and determine product needs
- Negotiate pricing, quantities, and delivery timelines with distributors
- Build visually appealing displays, end-caps, and promotional layouts that align with brand standards
- Plan and follow the most efficient routes for delivering the documents and goods
- Record information, such as items received and delivered and recipients' responses to messages.
- Sort items to be delivered according to the delivery route.
- Monitor competitor products, pricing, and promotional activities
- Assist with stock rotation to minimize expired or obsolete products

### G2S Security Company in Qatar

Feb 2008 - Nov 2012 | Doha, Qatar

#### Supervisor - 05 Years

- Supervising security personnel.
- Write Reports of daily activities and irregularity, such as Equipment, Property Damage, theft, presence of authorized Persons, or unusual occurrences.
- Answer Telephone Calls to take Messages and Provide Information
- Mange Security personal and Interact with them
- Allocate Security Personal for the Company weekly wise
- Arrange Proper Transport to Security Personal

- Handling the deliveries and solving problems of the customers
- Assisting customers with returns, purchasing store protection plans and service packages.
- Communicating customer requests to management
- Coordinating with production, inventory, and logistics teams to ensure timely delivery
- Following up on orders, payments, and customer satisfaction.
- Meeting sales targets and revenue goals.
- Maintaining relationships with existing clients and handling customer inquiries.

## **EDUCATION**

---

### **Alighar National Collage**

GCE Ordinary level Examinations – 2001

## **LANGUAGES**

---

English – Professional	Tamil – Native	Malayalam – Fluent
Hindi – Fluent	Arabic – Limited	Shinalam – Fluent

## **PROFESSIONAL QUALIFICATION**

---

- Having Qatar Driving License
- Having Sri Lanka Heavy Driving License
- Proficient in using mobile apps to manage company software and location

## **SKILLS**

---

- Human Resource Management
- Well Communication
- Leadership
- Sportsmanship
- Problem Solving
- Microsoft Office – MS Excel & MS Word

**I hereby certify that above particulars are true and correct to the best of my knowledge.**

**Mohammed Nayeem**



State of Qatar  
Ministry of Interior  
Traffic Department

دولة قطر  
وزارة الداخلية  
إدارة المرور



DRIVING LICENSE

رخصة سوق

28514405106

الرقم الشخصي

الاسم محمد محروف



NAME MOHAMED N. M. A. MAHROOF

NAT. SRILANKA

الجنسية سريلانكا

DATE OF BIRTH

1985-07-16

تاريخ الميلاد

BLOOD GR.

فصيلة الدم

FIRST ISSUE

2009-11-08

ت. اول اصدار

VALIDITY

2029-11-02

ت. الانتهاء

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform

يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حالة كونه بالملابس المدنية

### Authorized Vehicles

### المركبات المصرح بقيادتها

### ملاحظات

EXCAVATOR حفار 	<input type="checkbox"/>	MOTOR CYCLE دراجة نارية 	<input type="checkbox"/>	نظارة طبية Glasses	<input type="checkbox"/>
CRANE كرين 	<input type="checkbox"/>	CAR سيارة خفيفة 	<input checked="" type="checkbox"/>	عسات Lenses	<input type="checkbox"/>
LOADER شبول 	<input type="checkbox"/>	BUS حافلة 	<input type="checkbox"/>	اوتوماتيك Automatic	<input type="checkbox"/>
FORKLIFT رافعة شوكية 	<input type="checkbox"/>	MED. TRUCK شاحنة متوسطة 	<input type="checkbox"/>	احتياجات خاصة Handicaps	<input type="checkbox"/>
OTHER اخرى 	<input type="checkbox"/>	TRAILER قاطرة ومقطورة 	<input type="checkbox"/>	اعاقة سمعية Hearing Disability	<input type="checkbox"/>
				التبرع بالاعضاء Organ Donation	<input type="checkbox"/>

Licensing Authority سلطة الترخيص



\* 2 8 5 1 4 4 0 5 1 0 6 \*