



SHAHAN VAHID

Sales Executive

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Location: Doha, Qatar | **QID:** 29735633935

SUMMARY

Results-driven Sales Executive with experience in customer service, billing, and front-desk operations in both retail and healthcare environments. Skilled in sales target achievement, client handling, lead generation, customer relationship management, and Microsoft Excel. Proven ability to manage payments, resolve customer queries, and maintain accurate records with strong attention to detail. Strong communication, negotiation, business development skills, and adaptability to fast-paced environments.

WORK EXPERIENCE

Sales Executive

Arabia Trading and Service, Doha, Qatar | May 2024 – Present

- Managed customer inquiries, provided product information, and ensured high levels of customer satisfaction
- Assisted in driving sales growth by actively promoting company products and services to new and existing customers
- Identified potential leads and followed up to convert prospects into successful sales
- Maintained strong relationships with clients to encourage repeat business and long-term engagement
- Achieved sales targets through consistent follow-ups, negotiation, and closing techniques
- Coordinated with internal teams for order processing, delivery schedules, and after-sales support
- Maintained accurate records of customer interactions, sales activities, and pipeline updates using CRM tools
- Supported marketing and promotional activities to increase brand visibility and product reach
- Conducted market research to identify customer needs and competitor activities to improve sales strategy

Cashier

YAS Clinic, Abu Dhabi, UAE | Jan 2022 – 2024

- Handled patient billing, invoicing, and cash/card/insurance payment processing accurately
- Processed payments through cash, card, and insurance systems while ensuring transaction accuracy
- Maintained daily cash register balancing and prepared end-of-day financial reports
- Assisted patients with billing inquiries, payment details, and service charges professionally
- Coordinated with billing and administrative departments to resolve discrepancies and ensure smooth payment processing
- Ensured compliance with clinic financial procedures, confidentiality, and data accuracy
- Managed appointment-related payments and supported front-desk operations during peak hours
- Maintained organized records of transactions and receipts for auditing and reporting purposes

EDUCATION

- **Diploma in CCTV & Networking**
 - **Higher Secondary Education** - Kerala Board of Higher Secondary Examination
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SKILLS

- Sales Target Achievement
 - Customer Relationship Management (CRM)
 - Lead Generation & Cold Calling
 - Product Promotion & Marketing Support
 - Negotiation & Closing Sales
 - Client Handling & Customer Service
 - Business Development
 - Adaptability & Quick Learning
 - Cash Handling & Billing Support
 - Invoice Processing & Payment Collection
 - POS System Operation
 - Front Desk & Administrative Support
 - Communication & Interpersonal Skills
 - Problem Solving & Conflict Handling
 - Team Coordination & Time Management
 - MS Office Suite (Word, Excel, PowerPoint)
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LANGUAGES

- English
 - Hindi
 - Tamil
 - Malayalam
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ADDITIONAL INFO

- Nationality: Indian
 - Visa Status: Transferable
 - Valid Qatar Driving License
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