

# SHAHIDH ALI



## PROFESSIONAL SUMMARY

To Pursue my career in a company that makes full utilization of my initiative, to work as part of team to assume responsibilities and implement ideas and to use my abilities to contribute to the development and growth of the organization and work to the very best of my abilities and be an asset to the organization.

## WORK EXPERIENCE

**Office Assistant**  
Doha-Qatar

06 Years

Job Description: -

- Schedule and plan meetings and appointments.
- Sort and distribute communications in a timely manner.
- Organize office and assist associates in ways that optimize procedures.
- Handling customer questions, inquiries, and complaints.
- Preparing and sending quotes and proposals.
- Coordinate with other departments to ensure compliance with established policies.
- Building and maintaining a CRM database.
- Meeting daily, weekly, and monthly sales targets.
- Perform receptionist duties when needed.

## CONTACT

- 📍 AL-KARAMA, DUBAI  
(United Arab Emirates)
- ☎ +971 55 592 6773
- ✉ ershadnp2@gmail.com

## PERSONAL DETAILS

Date of Birth : 07<sup>th</sup> May 1993  
Gender : Male  
Nationality : Indian  
Marital Status : SINGLE

## PASSPORT DETAILS

Passport No : W1926063  
Date of Issue : 12 Jul 2022  
Date of Expiry : 11 Jul 2032  
Visa Status : Visit Visa

## LANGAUGES

- English
- Hindi
- Arabic
- Malayalam

## EDUCATION

- ❖ Higher Secondary
- ❖ High School

## PERSONAL ASSESMENT

- ✓ Flexibility, adaptability and the willingness to learn new skills
- ✓ Excellent communicator with the unique to work alone or in team
- ✓ Ability to deal with sensitive people management issues Effectively

## DECLARATION

I hereby declare that all the details mentioned above are true to the best of my knowledge. If given a chance I would perform my task to the utmost level. I hope you would accept my application and offer me a chance to serve your esteemed organization.

**SHAHIDH ALI**