



Highly motivated and an experienced individual with strong skills, and knowledge seeking a new challenging opportunity to add value to the organization and self.

MOHAMED NAJEEM MOHAMMED AASHIF

EXPERIENCE

SALESMAN

11/2019 – Present

ZM MOBILES, SRI LANKA

- Greet customers when entering or leaving the store
- Good knowledge of current & old phones and tabs models in the market.
- Basic knowledge of phone repair.
- Collect payments whether in cash or credit.
- Scan goods and ensure pricing is accurate.
- Redeem stamps and coupons.
- Handle merchandise returns and exchanges.
- Cross-sell products and introduce new ones.

DOCUMENT CONTROLLER

05/2017 – 09/2019

BOOM CONSTRUCTIONS COMPANY, QATAR

- Copy, scan, and store documents.
- Check for accuracy and edit files, like contracts.
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams.
- File documents in physical and digital records.

EDUCATION

- Completed the **Diploma in Mobile Tech** at **Mysoft Academy**.
- Engaged in training sessions provided by **Mysoft** and obtained a **Successful Distinction** at the final assessment of the training sessions.
- Completed the Diploma in English conducted **British College of Applied Studies (BCAS)** in Sri Lanka

REFERNCE

Available on request.

+94 760247799

Sri Lanka

aashifnajeep@gmail.com

PERSONAL INFO

- Gender - Male
- DOB - 10/10/1996
- Passport No – N9429383
- Nationality - Sri Lankan
- Marital status - Single

SKILLS HIGHLIGHTS

- Excellent team player
- Training & development skills
- Problem-solving and decision-making skills
- Target oriented
- Optimistic
- Integrity and punctual
- Fast learner
- Self-confident

COMPUTER SKILLS

- MS Office
- Outlook

LANGUAGE

- English – Fluent
- Tamil - Native