



Dear Sir/ Madam,

Application for the post of Counter Staff/Teller related jobs

I am an Indian Professionalize, now I am searching for jobs in Doha, Qatar. I have experience in India and Qatar.

I would like to be considered for the position of above mention posts. The position seems an ideal opportunity for me as it matches my experience, knowledge, and career aspirations.

I'm a quick learner, believe in both smart and hard work and in my current position I have successfully achieved several rewards and recognitions.

I have attached my resume for reference. Therefore, I look forward to hear from you.

I enclose my resume for your review and look forward to meeting with you in the near future should you have any questions or require clarification on any information please contact me.

I would welcome the opportunity to talk to you and I hope that you for your time and I am looking forward to hearing from you.

You're faithfully,

Best Regards,

MIR MOHAMMED ZOHEB
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MIR MOHAMMED ZOHEB (Diploma in E&C)

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Doha, Qatar



APPLICATION FOR THE POST OF COUNTER STAFF/ TELLER RELATED JOBS

CAREER OBJECTIVE

To work in a challenging environment that encourages continuous learning and creativity that will strategically utilize my existing skill sets while providing opportunities to enhance personal enrichment with professional goals.

PROFESSIONAL QUALIFICATIONS

- Diploma in Electronics and communication - Bangalore university
- 7 months Diploma course in Hardware and Networking - Orange computers.

CAREER HISTORY

Harvest International Trading (Harvest Supermarket – Al Thumama)

Worked as a Store Supervisor in Harvest Supermarket Sep 2024 – Apr 2025

Duties and Responsibilities:

Responsible for overseeing the work of retail staff in a store environment. This includes monitoring employee activity, coordinating shipments and receiving the merchandise into the store alongside helping customers resolve issues as they arise.

- Maintained comprehensive inventory control, ensuring product availability and minimizing waste.
- Resolve customer complaints regarding sales and service.
- Maintain excellence in Store Merchandising, Detail, and Customer Service; Flexibility to work shifts, including evenings and weekends.
- Examine the job description for specific leadership qualities and team management skills required.
- Manage staff, preparing work schedules and assigning specific duties.
- Highlight your expertise in inventory management, staff training, and customer service excellence.



هارفست انترناشنال تریدنگ
Harvest International Trading

- Scheduling shifts, working on store displays, and adhering to safety standards.
- Cash handling oversight; Replenishment coordination; Drawer preparation; Security enforcement; Store maintenance.
- Counted cash in register drawer at beginning and end of shift.
- Mentored new team members on POS system operation.
- Reviewed daily and weekly sales circulars & monitored price changes.
- Reviewed and resolved differences between accounting information and cash drawer.
- Restocked, arranged and organized merchandize in front lanes to drives product sales.
- Helped Customers complete purchases, locate items.
- Processed POS transactions, including cash, credit purchases or refunds.

Al Meera Consumer Goods Company – Doha Qatar

Fruits and vegetables Supervisor – Mar 2022 – Mar 2024



- I have 1 year of work experience in Al Meera.
- Worked as a supervisor in Fruits and vegetables department.

Duties and Responsibilities:

- Responsible for the smooth running of the department.
- Order processes, estimates of the amounts and frequencies of the required products.
- Responsible for leadership of the staff, the duty shift planning and personal issues.
- Organisation and controlling of inventory.
- Responsibility for the freshness and the variety of the assortment.
- Perfect presentation of goods.
- Complying with sanitation and safety standards.
- To be constantly informed about improvements and searching for the best products.
- Responsible for ensuring that purchase orders are raised and approved, goods and services are received, and orders are receipted in a complete, accurate and timely manner.
- Responsible for making Lpo's with order quantities and sending to the suppliers via email and messages.

Knowledge Base:

- Experience from Retail in vegetables and fruits essential.
- Good knowledge of fruits and vegetables.
- Responsible for maintaining the hygienic surroundings in the workplace.
- Responsible for checking the expiry dates of the products.
- Responsible to check the FIFO.

Flipkart Internet Pvt Ltd – Bangalore India



Duties and Responsibilities:

- Joined as a Consultant for ABT(Sales Team) was responsible for assisting customers to clear their product queries, in-turn lead to sale.
- Moved to Handle L2/Escalated queries.
- Handled new hire batches - Responsible for their overall performance/Certification.
- Moved to a project called 3 Repeat entrusted to handle all repeated/escalated queries from same customers until end resolution.
- Worked on various offline and online projects.
- Highlighted the website error and loopholes in the process.
- Coordinated with the hubs for delivery and pickup related issues.
- Systematically dealing on service Management includes tech issues, order management, delivery shipment, pickup shipment and refund & payments.
- Owned rewards and recognition on performance, monthly and yearly basis.

ACHIEVEMENTS:

- 2016 - Outstanding performance award 2016.
- 2018 - Outstanding performance award 2018.
- 2020 - Mission Impossible award from Jan 2020 to March 2020.
- 2021 - Mission Impossible award from April 2021 to June 2021.

Serco – Bangalore India



Worked as a Customer care Executive in Serco.

Duties and Responsibilities:

- Answered Tata docomo inbound calls to clear customer queries. Investigated and solved customer concerns.
- Supported on process knowledge to new employees.
- Owned rewards and recognition on performance, monthly and yearly basis.

SELF TRAITS

- Dynamic professional with an academic background of Diploma.
- A systematic, organized, hardworking and dedicated team player with an analytical bent of mind, determined to be a part of a growth-oriented organization.

SKILLS

- MS office, Internet Surfing and Emails.

LANGUAGES KNOWN

- English, Hindi, Kannada & Urdu

PERSONAL PROFILE

- Name : Mir Mohammed Zoheb
- Gender : Male
- Marital status : Married
- Nationality : Indian
- Passport Details: Z6898199, Valid till 10th Aug 2032
- Visa status : Transferrable
- Email : mirzoheb2009@gmail.com
- Mobile No : +974 50324686
- Language : English, Hindi, Urdu and Kannada

NON-RELATED REFEREE:

References and Related Documents available upon request

I hereby declare that the above information provided is true to the best of my knowledge and belief.

Yours Faithfully,

Mir Mohammed Zoheb