



MUHAMMAD MUNEEF

Profile

Dedicated professional with over five years of experience in sales, cashiering, and office support. Energetic and goal-oriented, with strong communication, organizational, and problem-solving skills. Seeking to contribute effectively to a dynamic organization's growth

CONTACT



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Doha, Qatar

SKILLS

- Good communication
- Creativity
- Ms office
- Negotiation
- Critical Thinking
- Team management

LANGUAGE

- English
- Hindi
- tamil
- sinhala
- malayalam
- indonesia

EXPERIENCE

AL JAZEERA EXCHANGE CO.

2023 – 2026

Office assistant

- Offer support in administrative tasks such as photocopying, filling, and delivering documents throughout the office.
- Ensure office equipment is clean and maintained, preparing anything necessary for the next day.
- Answering and forwarding phone calls, and talking messages
- Dealing with inquiries or needs from the customers and staffs

ASIAN BROTHERS RESTAURANT

2023

Cashier and sales

- Handling cash, credit & debit transactions efficiently securely.
- Issuing receipts, refund, credits or changes due to customers.
- Balancing cash drawers by counting cash at the beginning and end of shift.

NOLIMIT CLOTHING SHOP

2020- 2021

Sales associate

- Greet and assist customers in a friendly and professional manner
- Performed daily department tasks including stocking, creating displays, remerchandising, pricing, inventory control. And processing transactions

EDUCATION

• Diploma in information technology

Idhs campus - 2025

• GCE Ordinary Level

Al aqsa National college - 2018