

EYAD AWNY AL SAWWAH

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PERSONAL INFORMATION

- Date of Birth: 4th March 1989
- Nationality: Egyptian
- Marital status: Single
- Notice period: Immediately
- Birthplace: Riyadh, Saudi Arabia

WORKING EXPERIENCE

Saudi Jawahir Trading Co.



Procurement Staff

2018 – Present

- Creating the purchase orders on the company ERP (Microsoft Dynamics – NAV) according to the approved quotations /order confirmations.
- Enrolling new items into the system including the variants.
- Amending the purchase orders when needed.
- Paying attention to all details including the payment terms and delivery terms.

Warehouse Staff

2018 – Dec. 2018

- Inbound and outbound operations.
- Verifying the received goods versus the purchase orders.
- Prepare daily, weekly and monthly reports for the stock and the warehouse transactions.
- Maintain the space clean and neat within the standards.
- Following the standards of procedures given by the company.



Budget

Sales Executive – Central Region

2013 – 2017

- Understands automobiles by studying characteristics, capabilities, features, and prices;
- comparing competitive models; inspecting automobiles.
- enlarge buyers' database by maintaining a friendly relationship with the previous buyers;
- responding to inquiries; recommending sales campaigns.
- Qualifies buyers by understanding buyer's needs and interests; matching them to various models.
- Demonstrates automobiles by explaining characteristics, capabilities, and features; taking test drives; explaining warranties and aftersales services.
- Closes deals by overcoming obstacles; negotiating price; completing sales contracts; explaining provisions; explaining and offering warranties, services, and financing; collects payment; delivers automobile.
- Preparing sales reports to higher management.
- Updates job knowledge and know-how ability.
- Liaising with the Budget showroom and Budget workshop to ensure that vehicle repairs are carried out quickly.

American Express



Sales Representative

2012 – 2013

- Searching for potential clients who fit in the company targeted segment.
- Meeting the monthly, quarterly, semi-yearly and annual targets.
- Maintaining the relationship with the existing clients.

SKILLS

Computer:

- Fluency in Windows programs, Microsoft Office

Languages:

- Arabic: Mother tongue.
- English: Beginner

Personal skills:

- Excellent sales and negotiation skills
- Customer interface and problem-solving capabilities.
- Excellent communication and 'people skills'
- Good planning and organizational skills
- The ability to work calmly under pressure
- Good businesses sense the ability to motivate and lead a team.
- Coaching and mentoring skills initiative and enthusiasm
- Budget and report writing skills.

TRAINING / COURSES

- Customer Relations & Communication Certificate – Training.
- Microsoft Office (Word, Excel, Outlook etc...) – Training.
- Sales Process Certificate – Training.