



Naif Al Saadoon

Sales Manager

alsaadoon-naif@hotmail.com

0548420008

26-Mar-84

WHO AM I?

Successful sales professional with 10+ years of experience in working at Sales, HR and PR, implement cost control measure to ensure work remain within organisation targets.

EXPERIENCE

● JUNE 2019 - JANUARY 2020
MAJESTIC COLORS - KHOBAR.

SALES MANAGER

Achieving the monthly and/or annual targets. Formulate strategies and plans to win new clients or customers through methods such visits to businesses, Emails and other direct marketing campaigns. Decide the terms of discounts and special pricing plans. Track preferences of customers or clients to focus sales efforts. Analyse sales statistics, such as volume, gross revenues and sales expenses, cultivate and deepen client relationships and partnerships that add value.

● DECEMBER 2018 - MAY 2019
OMAN AIR - KHOBAR.

Sr. SALES EXECUTIVE

Managing potential Corporates accounts, previewing sales performance both internally and externally on daily basis, Negotiating new contracts and packages both with trade and corporate and Targeting new corporate.

● DECEMBER 2016 - JUNE 2017 **ASST. MARKETING & SALES MANAGER**
GLOBAL TRAINING COMPANY UK LIMITED - MANCHESTER, UK.

Design, implement & facilitate an effective local & national marketing strategy, daily activities with marketing and PR communications agencies, and develop partnerships & relationships with third parties to meet strategic objectives.

● JULY 2014 - SEPTEMBER 2016 **LOGESTIC COORDINATOR**
SAUDI MAALEM CHEMICALS EST - DAMMAM.

Accomplishes staff job results by coaching, counselling, and disciplining employees, planning, monitoring, and appraising job results, conducting training, implementing enforcing systems, policies, and procedures, Maintains safe and healthy work environment by establishing and enforcing organisation standards and Completes operations by developing schedules, assigning and monitoring work, gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, implementing new procedures.

● OCTOBER 2010 - MARCH 2013 **MEET & GREET OFFICER**
NATIONAL GUARD HEALTH AFFAIRS - RIYADH.

In charge of receiving and assisting the royal clinic VIP guest/s, visitors and symposium guest speakers, coordinates with the meet and greet supervisor and public relation department regarding flight schedule of VIP and symposium guest speakers and new arrivals, re-entry. arrange transportation assistance for the VIP guest/s, visitors, and symposium guest speaker's & employees. coordinates with the meet and greet supervisor and other resource persons regarding daily work assignments and schedule.

EXPERIENCE

● MARCH 2009 - AUGUST 2010

SALES EXECUTIVE

ABDULLATIF AL ISSA AUTO. CO. - RIYADH.

Achieving my monthly sales target, liaising with customers in a sales environment to drive product sales and knowledge and always looks for new ways to make products attractive to customers.

● JULY 2006 - FEBRUARY 2009

COORDINATOR OF ADMINISTRATIVE AFFAIRS

PROJECT MANAGEMENT CO. RIYADH.

Maintains administrative workflow by studying methods, implementing cost reductions, developing reporting procedures, develops administrative staff by providing information, educational opportunities and coaching, resolves administrative problems by analysing information, identifying and communication solutions.

EDUCATION

● **Professional Certificate - November 2017 - September 2018**

Professional Certificate in Leadership & Management Level 5
University Centre Blackburn College
Blackburn, United Kingdom.

● **Professional Diploma - April 2017 November 2018**

Professional Diploma in Leadership & Management
University Centre Blackburn College
Blackburn, United Kingdom.

● **Certificate - November 2012 - October 2013**

English (Academic & General) course
New College Manchester (NCM)
Manchester, United Kingdom.

● **Certificate - General Secondary School.**

Languages:

● **Arabic: Native**

● **English: Fluent**

PROFESSIONAL SKILL

● Client Development & Satisfaction.

● Customer Services & Public Relation.

● Leadership Skills.

PERSONAL QUALITIES

● Team player with excellent interpersonal skills.

● Ability to work under pressure.

● Adequate skills in SALES, HR & PR.