

CURRICULUM VITAE

Nationality	:	Saudi Arabian
Current Residence	:	Saudi Arabia
Date of Birth	:	Nov 11, 1998
Marital Status	:	Single
Profession	:	Sales & Marketing Specialist
Certifications	:	- International introductory certificate from The Chartered institute of logistics & transport international Issued Nov 2022 - Associate Diploma Degree in Supply Chain Management, and Logistics from Technical & Vocational Training Corporation (TVTC) - Saudi Logistics Academy (SLA). From Oct 2021 – Sep 2022
Name of Present Firm	:	Al-Dabbagh & International Project Developers GROUPS (Elevators Systems Contracting Company – HYUNDAI Distributor for Elevators ,Escalators ,and Moving Walks)
Current Positions in Firm	:	Sales & Marketing Specialist.
Specialization in Firm	:	Vertical Transportation (Elevator ,Escalator)
Overall Experience	:	<u>2 Years</u>

Key Assets:

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| <ul style="list-style-type: none">• Making and Using Power Words In Sales & Marketing Fields• Preparing Sales Reports• Making Contracts• New Projects Handling Documents• Making Technically & Financially Proposals | <ul style="list-style-type: none">• Project Planning and Scheduling• Team Management• Time Management• Cost Management• Quality Management |
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Key Professional Expertise:

Supply Chain Management Background with having **2 years** of experience in Elevator / Escalators / Moving Walks field. Demonstrate profound knowledge of Project operations entailing project pre- working , project planning, cost control, resource utilization, quality and time management. Also with having good technical experience. A recognized leader with the ability to manage new own projects starting from sales to collecting clients payments.

COMPUTER'S PROFICIENCY

Hand-on experience and command over following computer software's:

- a) Microsoft Office Programs & PDF
- b) Outlook

Working Experience

Administrative Employee

ESCCO (Exclusive Distributor of HYUNDAI Elevators ,Escalators ,and Moving Walks in Saudi Arabia) Oct 2021 – Sep 2022

Sales & Marketing Specialist

ESCCO (Exclusive Distributor of HYUNDAI Elevators ,Escalators ,and Moving Walks in Saudi Arabia) Oct 2022 – Present

Overall scope of work includes:

- **Searching in Riyadh region for new projects in construction sector.**
- **Following up the projects to secure them.**
- **Arrange a meeting with potential clients.**
- **Conducting the meetings ,presenting and explaining the company's products to decision makers.**
- **Preparing competitive technical and financial proposals to quote the clients.**
- **Negotiating for the prices and specifications.**
- **Follow ups with customers until closing the sales.**
- **Making contracts.**
- **Negotiating contracts.**
- **Collect the payments from clients.**
- **Handling documents.**
- **Preparing sales reports including customer visits, won and lost reasons, competitor's activity, and new opportunities.**

LANGUAGE PROFICIENCY:

English : Very Good in reading, writing ,and speaking

Arabic : Excellent in reading, writing ,and speaking