

SAMAR ALGHAMDI

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SUMMARY

Sales and Collection specialist with more than 8 years of experience, I'm looking for competitive and challenging environment where I can develop myself and build positive career life where real and talented people. I want to work in a developed environment that is concerned with job stability and increases my experiences and practical skills in order to achieve my career goals in my vision of future, and I can apply these experience and skills to your facility and contribute to its productivity through supervision and follow-up.

OBJECTIVE

I am looking for Sales & Collection position in a leading organization, contributing business value by developing and executing a strategic role, while leading the firm to achieve measurable business results and growth and effectively managed.

EXPERIENCE

March 2021 Sales & Collection Specialist at Amwaj National Trading Company.

2018- Feb 2021 Sales & Collection In charge, At Saudi Lime Industries Co.

2013- 2018 Sales Coordinator, At Saudi Lime Industries Co.

Job Description

- Processed and managed all inbound inquiries via phone and email communication.
- Provide quotes, and made follow-up calls for active and new customers.
- Maintain customer database.
- Maintain organized sales records.
- In charge of achieving sales goals and maintaining positive customer relations.
- Administrative tasks such as managing schedules and ensuring customer satisfaction.
- Responsible for providing support to the sales team and customers during the sales process.
- help customers resolve issues in a timely manner.

EDUCATION

2012 PNU University, English Language

SKILLS & ABILITIES

- English Language.
- Ability to use computer.
- The ability to supervise.
- Proficiency in communicating with others.
- Ability to handle work pressure.
- proficiency in dealing with situations and overcoming problems.
- Respect work regulations.
- Desire to gain more experience.
- The ability to work in groups or individually.
- Defining goals and plans and working to achieve them.
- A spirit of sharing and leadership.
- Seriousness and discipline.

CERTIFICATE AND TRAINING COURSES

- Customer service.
- Understand Customer Needs.
- Digital Marketing.
- Sales courses.