

MOHAMMED AHMED MOHAMMED

Sales Executive

A young ambitious sales executive who has a friendly approachable personality with the ability to excel sales targets. I have an expert knowledge of the selling process with a strong social skills that enable me to be a strong relationship builder with clients, colleagues and third-party stakeholders.

WORK EXPERIENCE

September 2017 – Present: Sales Executive

Al Akhilaa General Trading L.L.C, Dubai, UAE

- Look for the appropriate customers and try to convince them in the material price and quality.
- Responsible to plan, initiate and conduct sales process with the corporate customers and contribute in achieving the sales targets.
- Working in the received enquires from the customer and prepare pricing to ensure the best quotation is offered.
- Negotiating the payment terms with customers in order to achieve customer satisfaction and guarantee the company rights in parallel.
- Expediting to ensure on-time deliveries of ordered material.
- Planning delivery timetables for construction projects while monitoring the stock levels with the stores department.
- Prepare tax invoices and submit it on time to the customer.
- Follow up with accounting department to get update about cheques collection.
- Clear all company bank transactions.
- Approach potential customers and establish contacts and relationships to facilitate business in the near future.

June 2014– September 2014: Trainee Receptionist

Holiday Inn Dubai Downtown, UAE

EDUCATION

2015: B.Sc. in Hotels Management

University of Helwan, Egypt

2011: High School

Salman Al Farisi, United Arab Emirates



PERSONAL INFO

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DOB: JULY 19RD, 1993

NATIONALITY:
EGYPTIAN

ADDRESS:
SHARJAH, UAE

LANGUAGES

English ●●●○
VERY GOOD

Arabic ●●●○
VERY GOOD

SKILLS

- MS Office
- Team Management
- Materials Sales
- Business Development
- Negotiation
- Communication and organizational skills