



Mohammed Obaidullah Khan

PROFESSIONAL SUMMARY

ASPIRATION To explore an era where my talent caliber and potential is utilized and where my education is handled to optimize new horizon of growth & development. I wish to be in a team that dynamically works for growth of the organization in a highly professional environment.

WORK HISTORY-6

Professional Services for Cleaning & Maintenance Co. August 2022 To Present
Total Facility Service Company Jeddah, Saudi Arabia
Sales & Operation Manager

Job Responsibilities

- Prospected for potential new clients and turned them into increased avenues of business.
- Developed negotiating strategies and positions by examining risks and potentials as well as estimating partner's needs and goals.
- Developed and oversaw marketing functions to identify key marketing strategies for successful new customer acquisition and sales growth.
- Enhanced organization reputation by accepting ownership for accomplishing new and different requests, explore opportunities to add value to job accomplishments.
- Research and built relationships with 20+ new clients by planning approaches and pitches.
- Follow up exiting clients for new business.
- Handle all projects one off & permanent services
- Brief to our cleaning staffs about the projects scope of work.
- Follow up the collections on call out basis or physical visit client location
- Do costing after site survey & make a proposal with competitive price.
- Prepare the sales report every month

WORK HISTORY-5

CCS (Certified Cleaning Solutions) August 2021 To July 2022
Total Facility Service Company Jeddah, Saudi Arabia
Business Development Manager

Job Responsibilities

- Achieve growth and hit sales targets by successfully managing the sales team.
- Design and implement a strategic business plan that expands company's customer base and ensure its strong presence.
- Own recruiting, objectives setting, coaching and performance monitoring of sales representatives.
- Build and promote strong, long-lasting customer relationships by partnering with them and understandings their needs.
- Present sales, revenue and expenses reports and realistic forecasts to the management team.
- Identify emerging markets and market shifts while being fully aware of new products and competition status.

WORK HISTORY-4

DIVERSEY Co. (April to July - 2021)
Sales Account Manager Makkah, Saudi Arabia

CONTACT

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SKILLS

- Zeal to work hard & handle crises situation
- Capable of working in a team.
- Endeavor fast learner and a team leader.
- Ability to face challenges with a hint of learning curve.
- Ms- Office
- Office Automation
- Fast learner
- E-mail and direct mail marketing campaigns
- Sales and marketing aptitude
- Promotions and marketing strategies
- Marketing and sales experience
- Sales planning and implementation

AWARD AND APPRECIATION

- Got the "Certificate of Appreciation" from INITIAL SAUDI GROUP in the year 2017 for successfully achievement of sales target.
- Received "Star Award" in the Achiever's Award function for the year 2018 held in Jeddah, KSA. In recognition of my outstanding accomplishments and contribution in sales.
- Received "Star Award" in the Achiever's Award function for the year 2019 held in Jeddah, KSA. In recognition of outstanding achievement my sales target in the year 2019.

EDUCATION:

***Post-Graduation Diploma in Business Management, 2012**
ATHE – London, UK.

***Bachelor of Computer Science (B.Sc.)**
Osmania University, 2010.
Hyderabad, India.

Professional Training:

* Digital Marketing Fundamentals
Certified SCDM-F

* Marketing Research Fundamentals
Certified

*Corporate Sales Fundamentals
Certified SCCS-F

*Digital Marketing Fundamentals
Certified SCDM-F

Hobbies:

*Reading books

*Surfing Net

Personal Information:

- **Date of Birth** 23rd May 1989
- **Sex** Male
- **Marital Status** Married
- **Nationality** Indian
- **Religion** Muslim
- **Iqama Profession** Marketing Specialist

- **Iqama Status** 2354369288 Transferable

- **Languages** English, Urdu and Arabic

- **Present Location** Jeddah, KSA.
- **Driving License** Valid, KSA.

Job Responsibilities

- Follow up for existing and new prospect customers by delivering superior customer service.
- Own the account through proper management of top line target sales, agreed gross profit and payment collection
- Implement companies' sales strategies to improve the business.
- Survey market potential in Saudi Arabia by cold calling, identify potential clients and conduct active sales.
- Perform sales presentations and demonstrate superiority of product / services that meets / exceeds client needs.
- Negotiation with customers on commercial matters. Prepare Commercial proposals through company's standard format.
- Supporting field evaluation of new solutions during roll-out phase.
- Active participation of companies CRM programs. Active engagement with other departments in the organization
- Manage/Update Sales leads funnel on timely basis.

WORK HISTORY-3

INITIAL SAUDI GROUP
Facilities Management Co. – Soft Services
Sales & Operation Manager

2020 to 2021
Jeddah, Saudi Arabia

Job Responsibilities

- Determine and define project scope and objectives
- Problem identification and solving
- Ensures all staffs have complete knowledge of emergency procedures
- Ensures all Staff are working in a safe environment.
- Responsible for ensuring good working relationships with the client representatives and at all times being aware of their needs and objectives.
- Responsible for ensuring the site works within legislative requirements, taking account of health & safety.
- Responsible for the achievement of Key Performance Indicators (KPI) and delivering a high level of on time, on cost, customer service
- Develop and manage a detailed project schedule and work plan
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Handling all the projects one off and permanent service
- Handling special events in all over the kingdom
- Daily giving brief to our cleaning team for health & safety before deployment in the project.
- To make sure to take the sign on the service report from the client after completion of job
- Prepare the sales report every month

WORK HISTORY-2

INITIAL SAUDI GROUP
Facilities Management Co. – Soft Services
Senior Sales Executive

2016 to 2019
Jeddah, Saudi Arabia

Job Responsibilities:

- Identifying and generates leads through networking, cold calling and marketing, converting into key accounts
- Identifying and establishing new business, negotiating contracts.
- emphasis's product feature based on customer needs and up-sell/cross-sell services
- Following up the sales cycle from inceptions to execution
- Attending and organizing trade exhibitions, conferences and meetings, managing budgets.
- Reviewing sales performance, writing reports and other documents.

- Manage high profile corporate accounts.

WORK HISTORY-1

Gulf International Trading Co. Ltd
Sales Executive

2012 to 2015
Jeddah, Saudi Arabia

Job Responsibilities:

- Submission of Daily Reports giving details of day's work consisting of names of customers
- Occasional joint working with managers, product executives for greater effectiveness of the calls
- Attending weekly, monthly or quarterly Sales Review Meetings to discuss target versus achievement, product promotion strategies, new launches, and future sales planning
- Giving feedback to marketing department about competitor activities
- Attending regular training programs for updating heavy equipment's.
- Working in a team of three to ensure sales target are met and exceeded
- Visit and update new potential markets by market intelligence