

## Abdrazaq Moahmmed Hassan



Date and place of Birth: **23 June, 1986**

Nationality: **Djibouti**

Marital status: **Single**

Current Add: **Saudi Arabia, Riyadh, Exit 8 , Qurtubah**

E-Mail: [Abdrzakm.hassan@gmail.com](mailto:Abdrzakm.hassan@gmail.com)

Ph: **0542214206**

### Objective:

To seek a career in an organization, that provides an environment conducive to continuous learning, where my skills would be utilized to the fullest potential, thereby achieving personal and professional growth along with that of the organization.

### Academic Profile:

<b>Graduation: BBM (Bachelor of Business Management) / بكالوريس في إدارة أعمال</b>	
University: <b>Bangalore University</b>	Country (India) / Graduated: <b>2010 - 2013</b>
Major: <b>Account</b>	Aggregate: <b>(4.08 Out of 5)</b>
Class	: <b>First Class</b>
<b>Secondary: Natural Science Section (علمي)</b>	
School	: <b>Prince Faisal bin Fahd (Riyadh) / Graduated: Year 1427-1428H (2006-2007)</b>
Aggregate: <b>86.25%</b>	
Grade	: <b>Very Good</b>

## Training Courses:

- † **1 year** Intensive English. (F.T.M.S Global) **2010** (Malaysia)
- † **3Month** Computerized financial accounting.( IT education & service) **2011** (India)
- † **3Month** Oracle Programming. ( IT education & service) (India) **2013**
- † **6Month** Diploma Programmer in International Business Management.( All India Institute of Management Studies) (India) **2014**
- † **1 year** Diploma in Marketing & Sales Management. (Central Institute of Management) (India) **2014**
- † **1 year** Diploma in Export Marketing & Foreign Trade. (Central Institute of Management) (India) **2014**
- † **6Month** Diploma in International Banking & Finance. (SSi Computer Education) (India) **2016**
- † **6Month** Diploma of Computer Applications **2018** )Uni imam Muhammad bin Saud .

- **Worked Experience:**

### Mohammed Bader Abdul Karim Al-zuwaid For Trading Est.

· Tenure: **19 Jun 2017 – 31 Oct 2017**

Position: **Sales Representative**

- I have previously worked with different sectors selling stationary stuff like ink liquid for the printer , pencils , pens , files , A4 white papers ) etc .
- Providing samples of item and convince to insure the quality has it.
- Daily visits firm , schools , hospitals , colleges and many others.
- Making quotation and prepare the item and schedule time delivery.

**Mstlzamt Alaywa Medical Est.**

· Tenure: **07 Nov 2017 – 28 Feb 2018**

Position: **Sales Representative**

- **Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.**
- **Provide customers with product samples and catalogs.**
- **Arrange and direct delivery and installation of products and equipment.**
- **Negotiate details of contracts and payments, and prepare sales contracts and order forms.**
- **Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.**
  
- **Monitor market conditions, product innovations, and competitors' products, prices, and sales.**
- **Answer customers' questions about products, prices, availability, product uses, and credit terms.**

**Yusr leasing & Financing Co.**

Tenure: **16 Mar 2019 – 30 Jun 2019**

- Position : **Warehouse Officer**
  
- **Design, implement, or operate comprehensive data warehouse systems to balance optimization of data access with batch loading and resource utilization factors, according to customer requirements.**
  
- **Develop data warehouse process models, including sourcing, loading, transformation, and extraction.**
  
- **Create supporting documentation, such as metadata and diagrams of entity relationships, business processes, and process flow.**

- Provide or coordinate troubleshooting support for data warehouses.
- Review designs, codes, test plans, or documentation to ensure quality.
- Test software systems or applications for software enhancements or new products.
- Inventory all the information details of the vehicles and insure while in good condition.

**INTERNATIONAL LIGHTING FACTORY (ILF) Saudi Made in Jeddah/ Brand (Nebras)**

**Tenure: 1 July 2020 - Present**

**Position: Sales representative**

- Establishing new and maintaining existing relationships with customers.
  - Daily visits and provide necessary reports and surveys requested by management by indicated deadline.
  - Negotiating tender and contract deadlines.
  - Negotiating and closing sales by agreeing on terms and conditions.
  - Initiate the business relationship with new customers in the targeted business segment.
  - Ensure development and early identification of business opportunities
  - Making sales calls and present assigned products to the end users briefing about the feature and benefits of the products.
  - Meeting with purchasing and materials in order.
  - Submit offers/bids within customer specified time frame and keep on following up unit receipt of the purchase order.
  - Collect in time purchase orders from the customers prepare PRs to face order with the principal on time.
  - Recommend products to customers, based on customers' needs and interests .
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## **Key learning's:**

- † Quality precedes timeliness.
- † Client focused relationship.
- † Team Player.
- † Flexibility.

## **Skill Set:**

- † Excellent interpersonal and analytical skills.
  - † Team player.
  - † Good knowledge in Microsoft Office & Word; Excel.
  - † Good communication skills.
  - † Leadership.
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## **Other :**

- † Valid driver licenses.
- † Transferable Iqama.
- † Language : English / Arabic / Somali / Malay / Urdu.

## **Declarations:**

**I hereby declare that all the above mentioned details are true and correct to the best of my knowledge and belief.**