



AHMED ABDALLAH

General Controller in Contracting

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Najran, Saudia Arabia

PROFILE

Customer service professional and general controller with a demonstrated commitment to providing incredible service for the past 15 years. Strong communication skills that allow me to listen to a customer's problem and suggest acceptable solutions. Quick and thorough decision maker with the ability to resolve customer concerns while keeping everyone satisfied. Dedication to keeping my skills and knowledge up to speed by learning new computer software, working with innovative customer service approaches and being part of a team of knowledgeable colleagues.

SKILLS

- Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP.
- Top attention to detail and focuses on making sure records and information systems are kept accurate and true.

WORK EXPERIENCE

Sales Representative / FEB 2010 – MAY 2013

EGYPT FOODS Co, EGYPT,

Main responsibilities:

- Present, promote and sell products/services.
- work to find new sales leads, through business directories, client referrals.
- focus on inside sales, which typically involves "cold calling" for new clients.

Senior Sales Representative / NOV 2013 – DEC 2017

PRO X, Dubai

Main responsibilities:

- Drive the performance in my store, ensuring that we are at the forefront of maximizing sales.
- Present, promote and sell products/services.
- Helping out on the floor in the lunchtime rush.
- Cashing up, or discussing how to keep customer satisfaction levels sky high at a team meeting.
- work to find new sales leads, through business directories, client referrals.
- ensuring that customer service is at the forefront at all times.

Main responsibilities:

- Use organizational skills to build successful teams to accomplish project tasks.
- Understand building codes, safety guidelines and regulations that deal with construction projects.
- Supervising the construction crews.
- Address safety and other workplace concerns and issues with workers and employees.
- Understand how construction equipment works to inspect, operate and maintain this equipment.



COURSES AND CERTIFICATES

- Microsoft Office at next academy.
- Advanced Excel.



PERSONAL INFORMATION

Birth date: SEP 1984

Nationality: Egyptian

Marital status: Married

Military status: Exempted

Driving license: Valid



LANGUAGES

Arabic: Mother Tongue

English: Excellent