

AHMED ALSADIQ

SUMMARY

Strongly focused, with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines. An inspiring and conscientious leader, with a strong background in team development, and a solid reputation for assessing business needs, developing cost-saving solutions, increasing sales and driving customer satisfaction.

CONTACT

Mobile:

966 568 323 747

Email:

Ah4alsadiq@gmail.com

Address:

Eastern Province, SA

Skills

Administrative skills

Microsoft office programs

Team player

Communication

Critical thinking

Report writing

Languages

English'

fluent

Arabic:

Native

Reference

Available upon request

Work Experience

Business Developer Executives, Mind Merge Cooperation, Khobar | May 2020- Jun 2021

responsible for developing and maintaining relationships with other companies include: Identify and research potential clients, make and give presentations to prospective clients and internal executives.

Executive administrative assistant , Safety Feature, Dammam | Apr 2019 - Apr 2020

making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems, Providing general support to visitors, and Submit and reconcile expense reports

Area Sales Representative, Safety Feature, Dammam | Jun 2018 - Mar 2019

Continuously improved customer service, brand awareness and company's reputation by providing (gas detector).

Within the first year as Sales Manager, increased sales to 15% of company's quota

Callcenter agent, SANtech, Qatif | Aug 2010 - Dec 2010

Answering phone calls and helping customers by providing them with service and information from contracted partners, including IT and marketing support.

Academic History

Business Administration Bachelor degree, Southern Illinois University Carbondale, Carbondale, IL | May 2018

- Volunteered at Center of International Education at SIU
- Hands in Nashville community service

Some College (no degree), Southern Illinois University Carbondale, Carbondale, IL | Aug2015

-One year of Computer Science College.

Courses

General Industry Safety and Health, OSHA ACADEMY

Apr 2020