

MOHAMMED ALJINDAN

Year of Birth: 1984
Place of Birth Saudi Arabia, Al-Khobar
Saudi Identification 1007396318
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Objective

My objective is to acquire a full time job at a company or organization that works in professional manner and offers career growth opportunities.

Education:

University of Dammam
Major: Marketing undergraduate
Minor: Business Administration
System Study: External Student

Seminars and Trainings Attended:

Two-Day Human Resources Training at Chamber of Commerce
Seven-Month English Language Courses in British Institute
One-Week The Style of Conversation at Chamber of Commerce

Working Experience

Agencies Universal Moto

Al-Khobar, Saudi Arabia
June 2003 – September 2003

Call centre agent

My duties and responsibilities include but are not limited to:

- Deal directly with customers either by telephone, electronically or face to face
- Respond promptly to customer inquiries
- Handle and resolve customer complaints
- Obtain and evaluate all relevant information to handle inquiries and complaints
- Perform customer verifications
- Process orders, forms, applications and requests

The Saudi British Bank (SABB)

Al-Khobar, Saudi Arabia
January 2004 – September 2004:

Sales Officer

My duties and responsibilities include but are not limited to:

- Attends meetings for reviewing sales performance.
- Discusses client credit card needs and suggests how to meet those needs.
- Introduces credit card samples and catalogs to clients.
- Describes the terms of use for the cards and the prices.
- Follows leads from other clients who may have interest in using the credit cards.
- Assists clients in resolving complaints about the credit cards or issues that may arise during card use.
- Demonstrates to the buyers how the credit card is used.

Jamal World Travel

Al-Khobar, Saudi Arabia
March 2006 – September 2006:

Customer service officer

National Paper Napco Company Limited

Al-Khobar, Saudi Arabia
April 2008 – October 2009:

Sales Executive Officer

My duties and responsibilities include but are not limited to:

- Listening to customer requirements and presenting appropriately to make a sale;
- Maintaining and developing relationships with existing customers in person and

- via telephone calls and emails;
- Cold calling to arrange meetings with potential customers to prospect for new business;
- Responding to incoming email and phone enquiries;
- Acting as a contact between a company and its existing and potential markets;
- Negotiating the terms of an agreement and closing sales;
- Gathering market and customer information;

Al-Khobar, Saudi Arabia
January 2011 – June 2011

Admiration assistant manager

My duties and responsibilities include but are not limited to:

- Greeting visitors, offering them refreshments and directing them to the right person
- Answering inquiries
- Answering calls and taking messages
- Screening phone calls
- Keeping the reception area tidy
- Looking after the 'visitor' book and security passes
- Receipt of courier parcels
- And any other tasks related to my job

Saud Al Moaibed Trading Est. (Snaidero Kitchens)

Al-Khobar, Saudi Arabia
January 2012 to - January 2016

Sales Officer

ASWAR HOTELS & SUITES PVT

Reception Manager

March 2018 - March 2019

ALESSA GROUP IXINA (Germany Kitchens)

Sales Manager

June 01 - Dec 31

Hotel in Gulf Park (Family Business)

<p>Sales skills Work under pressure</p> <p>PowerPoint, Excel and Microsoft Languages Arabic, and English</p>	<p>Skills negotiation Achieve targets Additional Skills</p>	<p>communication skills Managing teams</p>
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