



HAMZA A. ABDELRHMAN
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A dynamic, energetic, honest & experienced **Business Administration Bachelor holder & Certified Administrative support**. Seeking position, where I can make use of my analytical, functional, administration, and procedural skills in SALES COORDINATING & currently EXECUTIVE SECRETARY for almost 5 years. Proven leadership skills, leads achieving organizational objectives. An efficient communicator. Good predicament solving and analytical agility. **Fluent in English and Arabic is my native.**

Experience

Executive Secretary at Jabal Edsad Co. LTD

(From 20th of May 2016 till PRECENT

(Real-estate, Hospitality & Construction CO.)

Jeddah, Saudi Arabia.



Responsibilities:

- Manage the daily administrative support to the Group CEO of the company including diary.
- Good appearance and presentable, excellent communication skill.
- Screening telephone calls, enquirers and requests, and handling them when appropriate
- Organize all the personal meetings with the CEO and prepare for it.
- Copy all the decisions from the CEO to all the managements and do confirm to work with it.
- Management, booking meetings, planning events, organizing travel.
- Provide senior level administrative support to the directors through the facilitation of communication on their behalf (follow-up with letters, memos, reports, e-mail, and telephone calls).
- Additional responsibilities may be required in line with providing support to the President.
- Maintain the daily tasks and projects for the management team and the Chairman, and follow-up on a frequent basis to ensure the completion of the projects and issues generated.
- Preparing analysis report based on email communication.
- Creating database for the Chairman for all important business communication/research articles etc.
- Expense Management / & e-Office Transactions, general secretarial management.
- Answer and screen telephone calls, and respond to emails, messages and other correspondence.
- Coordinate all logistics for Board meetings.
- Plan and coordinate visits of guests of the CEO, ensuring appropriate officials and administrators are notified of visits, and help plan and coordinate the preparation of such event as necessary.

- Reminding the CEO of important tasks and deadlines.

- ***Sales Coordinator & Out Door Sales Rep. (Jan 2013 – Dec 2015)***

Balance General Trading Co. Ltd

(Automotive spare parts & Construction Materials)

Khartoum, Sudan.



Responsibilities (Outdoor Sales Rep):-

- Achieve the monthly target as per the yearly sales plan.
- Work on achieving the planned monthly sales target.
- Customer service and Customers' satisfaction.
- Building strong relationships with new clients and gain relationships with leading companies and consumers.
- New agents and dealers for the company to keep up the sales increased.

Responsibilities (Sales Coordinator):-

(Automotive spare parts & Construction Materials)

- Manage and track enquiries using CRM / database
- Full coordination between the store management, financial management, sales management for efficient workflow.
- Prepare and schedule delivery and installation plans.
- Supervision of manpower for achieving delivery & installation as planned.
- Lead & coach the working teams, in line with management goals & ensure employees satisfaction & loyalty in a healthy working environment.
- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Closely monitor the performance of brands within the category and provide regular reports
- Support sales teams with relevant POS and Promotional materials to best communicate the brand/product USPs and offers.
- Handle the processing of all orders with accuracy and timeliness
- Prepare Purchase Orders & contracts for Bulk shipments including LC arrangements (import& export)

Skills

- *Active Learning*
- *Creative Thinking*
- *Detail Oriented*
- *Problem-Solver*
- *Self-Motivated*
- *Compelling Communication*
- *Microsoft Access*
- *Email and Outlook*

- *Web and Social Skills*
- *Graphic and Writing Skills*

Certifications & Training

Training:-



- **PETRONAS Marketing Sudan LTD (SUDAN):**
Supply and Distribution Dpt. (Trainee)
From 1-Jun-2012 to 30-Jun-2012
- **Certified Administrative Support**
oct2020

Education

- ***Bachelor of Business Administration, 2012***

Sudan University for Science and Technology.

Location: Al Khartoum, Sudan.

Personal Information

- ***Cellphone*** +966 548125806
- ***Cellphone 2*** +249912432409
- ***Nationality*** *Sudanese*
- ***Marital Status*** *Single*
- ***Visa Status*** *Transferable*
- ***Languages:*** *Arabic, English*

References

References are available upon request.