



Ahmed Nasser Alhassan

Nationality: Saudi / DOB: 1980 / Marital Status: Single

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Education:-

Diploma of Office Management & Administration
College of Technology - 2004

IT Skills:-

Word, Access, Excel, PowerPoint, Outlook, ERP, Microsoft Dynamic2009, SAP

Languages:-

Arabic & English

Areas of Interest:-

Sales & Marketing, Business Development, Customer Service, Logistics, Purchasing, Admin

Specialties:-

1. Vendor Registration.
2. Pre-Qualification Process.
3. Supplier Portal Management.
4. Exhibition & Seminar Coordination.
5. SWOT Analysis.
6. Bidding & Tendering

Competencies:-

1. Market Research.
2. Identify Potential Clients.
3. Business Communication.
4. Prepare Reports.

Cooperative Training:-

Complete semester at Arab National Bank

Appreciation Certificate:-

Employee of the Month – McDonald's (2007)

Work Experiences:-

1. Vendor Registration & Pre-Qualification Consultant (Self-employed)

01.2017 – Present

Job Profile:-

To help my clients to get registered & pre-qualified with their current / potential clients in order to do business relationship especially within **Oil, Gas, Power, Water, Petrochemical, Construction , Industrial & Government Sectors.**

2. Business Development Representative at Pan Gulf Industrial Systems Co (Fire & Safety)

04.2015 – 10.2016

Job Profile:-

Increase company market share; propose new business activities; report about market trend and condition; obtain company's approvals from concerned authorities; suggest opening new market segment; advise GM & estimation manager on improving business and bidding process; being as vital player among all business divisions, **projects, products, service & maintenance, engineering consultancy;** arrange for purchasing bid documents; submit and attend bid opening day; ensure the company has been shortlisted for ongoing project with SEC as an example; solve any problem with clients should arise; organize and participate in educational seminars; meet with clients for seeking potential business opportunity; follow up on submitted quotations.

3. Marketing Coordinator at Hala Supply Chain Services Co (Distribution & Logistics)

09.2014 – 04.2015

Job Profile:-

Being as a prime contact between Hala SCS and its customers, Communicate Hala SCS services with marketplace in order to generate sales leads, Distribute leads to our sales team as per geographic area (Eastern, Central, and Western), Give full support to sales team and facilitate their road, Identify potential customers, Handle vendor registration (online / Hard copy documentation submission), Prepare pre-qualification documents, Digital marketing, Market research (tenders / projects), Monitor market trend & prepare a report, Submit covering letters to participate in the projects which have been awarded (Construction / Infrastructure), Do paperwork, Make cold calls on daily basis to public & private customers, Communicate with customers that Hala SCS has been registered with to solve any issue, Update Hala SCS profile with its customers, Respond to RFQ / RFP invitation by preparing an EOI (Expression of Interest) Letter.

4. Sales Representative (Export Dept) at Future Ceramic Co (Manufacturing)

09.2013 – 03.2014

Job Profile:-

Answer customer enquiries; prepare quotations; acquisition sole agent; follow up on pending payment; close deal, ;approach international projects; coordinate with planning & Reservation Dept; Coordinate with Warehouse; maintaining a professional way in using sales tools; open an account for the new customer in the company system; update information for the existing customers; follow up with sales coordinator regard the shipment status; propose new marketing ideas and increase customer base; carry out sales department agreed objectives to hit the target; maintaining strong sales function; provide sales supervisor with daily report; Customer complaint management; maintain good relation with customers

5. Marketing Executive at Arabian Power Electronics Co (Electronics Equipment)

09.2012 – 01.2013

Job Profile:-

Report directly to Business Unit Manager (BUM), liaising and networking with a range of stakeholders including (customers, colleagues, and partner organizations), communicating with target audiences and managing customer relationships, sourcing advertising opportunities and placing adverts, managing the production of marketing materials (including posters, Calendars, networking websites), liaising with designers and printers, arranging for the effective distribution of marketing materials, maintaining and updating customer databases, organizing and attending events such as conferences, seminars and exhibitions, conducting market research such as projects information, contributing to and developing(marketing plans and strategies, managing budgets), monitoring competitor activity, Supporting the Business Unit Manager and other colleagues, provide Business Unit Manager with weekly report.

6. Marketing Coordinator at Nesma & Partners Contracting Co (Construction)

11.2009 – 07.2012

Job Profile:-

Working directly with Marketing Manager face to face, (Marketing Coordinator reports to Marketing Manager, MM Reports to Chief Corporate Development Officer, CCDO reports to the CEO).....

Analyze market research, prepare projects data base, identify potential clients, register & prequalify company with various clients, market company's services to clients, coordinate with concern departments, update company's profile with existing clients, prepare prequalification documents, submit PQQ documents to client, collect bid documents from client, report about EPC contractors currently progress, register and prequalify company's services with EPC contractors, check competitor's progress, prepare business report, look for Government tenders/projects, coordinate and attend official meetings with clients, participate in the exhibitions, coordinate between marketing & estimation dept. implement marketing activities for other sister companies, attend weekly internal business meeting, travel local/abroad on business trip, prepare correspondences to clients but not limited to EOI/Decline letters

7. Personnel & Admin Coordinator at Nesma Trading Co (Support Services)

02.2009 – 11.2009

Job Profile:-

Prepare medical examination documents for new arrival employees, open employee profile in the company's system, handle new hiring personnel advice action form, handle exchange personnel advice action form, coordinate with Admin dept regard Exit/Reentry Visa and final exit Visa as well, coordinate with logistics dept about arrangement for employee's transportation.

8. Customer Service & Data Entry Agent at Shaker Group – LG Air-Conditioning (Retail)

03.2007 – 08.2008

Job Profile:-

Receive customer report, receive other reports (written or verbal) from manager, enter details into log book immediately a call is received or a written request is submitted, enter full details in CIC system (open job order), make daily schedules for technicians, arrange appointments with customers, close job orders in the CIC and advice customers (especially dealers and salesmen) of date and approximate time for their appointments (morning or afternoon) this can be done by telephone, fax or email, copied to Manager in all cases

9. Service Crew at McDonald's (Restaurant & Catering)

11.2006 - 03.2007

Job Profile:-

(1) Front desk order taker (Receive customer's order, enter the order into register machine, Inform head kitchen directly about the needed requirements, start preparing the order, this MUST be done in a timely manner with customer satisfactory.

(2) Kitchen service crew (handle foods, implement orders requested by head kitchen, keep on supplying kitchen needs, maintain cooperation with other crew members, keep kitchen tidy and cleaned.

(3) Drive thru order taker (The staff MUST be stand up during work, receive and enter customer's order into register machine, inform drive thru order giver staff about any change on the order, get out and collect all customers' orders if they're overloaded.

(4) Support service crew (Clean store, clean toilets, keep floor cleaned, collect tray over customer's table, send trash baskets outside, give support to the customer needs, direct customer to needed place, welcome customer, clean customer's table.

Courses & Training:-

1. English language – Prince Mohammad bin Fahad Program for Qualifying & Employing Saudi Youths (2003)
2. English Level1 – Nesma Trading Co (2009)
3. Organizational Behavior – Millennium Solutions Training Center (2009)
4. Advanced English Grammar – Nesma & Partners Contracting Co (2010)
5. Communicate effectively with customers – Human Resources Development Fund (2020)
6. E-Marketing with lowest cost – MONSHA'AT (2020)

7. Customer Service : Professional Interaction – Human Resources Development Fund (2020)
8. Customer Service & Branding – Human Resources Development Fund (2020)
9. Customer Service for Employees of Sales Offices – STC (2020)
10. E-Commerce : Supply Chain – MONSHA'AT (2020)
11. Leadership Essentials – Human Resources Development Fund (2020)
12. Marketing Through Social Media Channels – Human Resources Development Fund (2020)
13. Vertical & Cross Selling Skills – STC (2020)
14. Executive Planning – Institute of Public Administration (2020)