



MOHAMMED AL AMEER

KSA - DAMMAM

Mob: 0590239321

E-mail: m.ameer87@hotmail.com

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Personal Profile

Marital Status: Married

Date of Birth: 02 Jan 1987– 02/05/1407 H

Place of Birth: Dammam

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OBJECTIVE

To obtain a position where I can apply my long experience in sales, management, and customer servicing. In addition, to use my strong skills to increase customer's satisfaction and provide him with the best service.

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EDUCATION

Got **The Associate Degree of Office Management** from the Collage of Technology, Management Technology department.

Date of graduation 13/07/2011

GPA 3.9 out of 5

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EXPERIENCE



[Sales Representative] | [Zahid Tractors – VOLVO] STILL WORKING SINCE 2021

RESPONSIBILITIES:

- Customers to be called and visited on average rate per day not to be less than 5 and total coverage for the month is not less than 95% of predetermined calls and visits.
- Make daily Call Reports giving full details of calls and visits made, including competitive information and prospective sales leads.
- keep an up to date record of each customer and his activities, along with Truck population list being updated, monitor Resellers and report to Sales Manager on competitive activities.



[Sales Executive] | [Al Mutlaq Group]

3 YEARS EXPERIENCE

RESPONSIBILITIES:

- Serving and listening to customer's requirements and presenting appropriately to make sales.
- Negotiating on price, costs, delivery and specifications with buyers and managers
- Invoicing and recording sales and order information and sending copies to the sales office or entering into the computer system.

Working in such a field, added to me more knowledge about logistics in supply chain , tracking when shipment starts until it arrives

Moreover, building relationships with suppliers to ensure that all materials transported in a timely manner.



[Sales man] | [IKEA]

4 YEARS EXPERIENCE

RESPONSIBILITIES:

- As a Salesman, I was responsible for selling and achieving a target (38 Million per year)
- Training and developing new employees and evaluating their performance.
- Backup Team Leader, along with other responsibilities such as setting new plans for developing and selling the products of the coming year.

[Administrative Assistant] | [Al Sa'ad Establishment]

10 YEARS EXPERIENCE

Worked at Al Sa'ad Est. as an admin member in the marketing section.



SKILLS

- Logistics services experience
- Clear communication skills
- Time management skills
- Ability to 'read' customers.
- Ability to handle surprises and challenges.
- Capable of dealing with the software applications like Microsoft word, power point & Excel.
- Have the capacity to handle challenging positions.



COURSES AND TRAININGS

- Got a certificate on completion Level 1 course of General English at Princeton English Academy on six, June 2015.
- Merchandising Basic Training on 24, Oct 2016
- Price Quality & Ladder Training on 20, Mar 2017.
- Sales Space Management Training on Mar 2017
- Selling IKEA kitchens Training on June 2017
- Retail Management training in Aug 2019.