

CV
Ahmed Mohammed Othman

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Nationality: Sudanese - Residence: Dammam, Saudi Arabia.

Professional Summary

A dedicated and results-oriented Business Administration graduate specializing in Property Management and Marketing. Possessing over 4 years of experience in sales, marketing, and site management for multiple companies, with exceptional analytical and problem-solving skills. Passionate about optimizing business operations, ensuring customer satisfaction, and driving revenue growth.

Education

• Bachelor's degree in business administration (Honors), Sudan University of Science and Technology | 2018

Personal Skills:

- Strong administrative and communication skills
- High attention to detail and organizational abilities
- Excellent problem-solving and analytical thinking
- Decision-making and leadership skills
- Time management and project coordination
- Strong administrative and communication skills
- High attention to detail and organizational abilities

Technical Skills:

- Advanced technical proficiency in business software and systems
- Strong sales and marketing expertise
- Experience in site management and purchasing
- Proficiency in report writing and documentation
- High-level data analysis and strategic planning

Work History

Workers Workers Supervisor – Al-Hadeer Maintenance and Operations Company (2023 – 2025)

- Supervising work teams and ensuring tasks are executed according to quality and safety standards.
- Coordinating work schedules and distributing tasks to ensure efficient operations.
- Monitoring workers' performance and preparing administrative reports on productivity and operational issues

❖ Purchasing & Site Management Administrator Al-Kaf Trading Company, 2021-2022.

- Managed company procurement and site administration to ensure efficient operations.
- Coordinated with suppliers and managed inventory procurement.
- Oversaw site operations and maintained compliance with company policies.

❖ Marketing Specialist, Rafi Real Estate Company, 2020 - 2021

- Developed and executed marketing campaigns to promote company

products.

- Conducted market research to identify business opportunities.
- Assisted in branding and advertising strategies to boost visibility.

❖ **Sales Representative, Al-Sharaf Establishment, 2018 – 2019.**

- Assisted in sales activities, customer service, and business transactions.
- Provided consultations to clients regarding products and services.

❖ **Sales Representative & Business Operations Coordinator, ACE Travel & Tourism Agency, 2015 – 2018.**

- Managed direct sales operations and client interactions for a company for three years.
- Developed strong customer relationships to increase sales and customer retention.
- Contributed to business growth by implementing effective marketing strategies.

Referees

Provided upon request