

Curriculum vitae

MOHAMMAD NOURAN AI-JARRAH

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Cover letter:

I am writing to express my interest in the open position at your company. As an experienced and dedicated salesperson with over four years of experience and also a Sales Coordinator with two years, I believe in a strong work ethic, excellent communication skills, and drive to succeed. Makes me an ideal candidate for this position. Most importantly, I am passionate about innovation and excited about the opportunity to work at your company.

In my previous work positions, I have consistently demonstrated determination and instinct to find and close assignments.

I also have extensive experience in sales. My last job with **Al-Fozan Group** was at **Madar Hardware and Tools Company**. I worked as a sales representative for the projects department in the Western Region, focusing on Jeddah and Makkah. Since I didn't receive any customer data from the company, I only worked to attract more than 25 contracting companies and try to sell their projects. In addition to my work as a sales representative for the projects, I was trying to reach industrial cities and try to attract factories. I managed to attract more than 20 factories operating in various fields. As for my duties as a sales representative, my job was to try to meet with project managers or purchasing managers, display the products in the catalog, make purchasing orders, price the orders, and then share them with the client. Of course, pricing the orders was based on the client's situation and the market situation.

As for orders not included in the company's catalog, I tried to find orders from the local market at excellent prices and resell them.

In addition, I provided advice and guidance to project workers so they could obtain the products they wanted correctly. I also provided after-sales service and followed up on payment processes.

Examples of contracting companies I've been following:

Bin Laden Group and its affiliated contracting companies and factories

Al-Rowwad Contracting Company

Al-Jedrawi Contracting Company

MBL Company

Al-Fanar Contracting Company

In my previous job, I worked in the sales department at Al-Quds Paints Manufacturing Company, and my first job was in coordinating sales for two years, and my work was limited to receiving orders, arranging them, following up on payment orders, working on dividing car loads according to regions, printing invoices, sorting them, and managing archives.

I worked as a sales representative for a year in all the governorates of the Kingdom, and within one year I was able to increase sales and generate monthly growth exceeding 15 percent and double the number of customers by 60 percent. I worked to enter the Aqaba city market and conclude more than 60 deals there and achieve sales that exceed the barrier of 50 thousand JOD each month, attracting new major clients known throughout the Kingdom, attracting a large number of contracting companies and housing companies, promoting the company's products in new markets, and obtaining the trust and loyalty of a large number of clients. During my work period, I worked to achieve sales exceeding 750 thousand JOD in just one year.

Previously I have worked as an accountant at Al-Nasser Restaurant, one of the leading restaurants in Amman, which has four branches. I have worked to control employees, reduce the amount of waste, help obtain price offers for purchases at lower prices, improve the quality of products, and reduce costs very significantly by more than 25 percent.

I also have other experiences spanning six years, including many distinguished achievements, business development, and many leadership skills that make me qualified in the labor market, in addition to great proficiency in using computers.

In addition to my sales skills, I possess strong communication skills and interpersonal abilities, which make me a resourceful and collaborative coworker. I am detail-oriented and considerate, traits that allow me to maintain excellent relationships with colleagues, vendors, partners, and existing customers. I strongly believe in the power of positivity and empathy to create a healthy work environment and enhance productivity.

Working in your company is an excellent opportunity for me to develop my work skills and face the challenges of developing new markets throughout the Kingdom. I have attached my CV. Please feel free to contact me by phone or email during regular business hours or in the evening if you have questions about my qualifications. Thank you for your time and your respect. I feel I am well suited for this role, and I look forward to speaking with you about it as soon as possible.

KEY ACHIEVEMENTS

- Exceeded sales targets and activity metrics
- Presented, promoted and sold products and services using solid arguments to existing and prospective customers.
- Established, developed and maintained positive business and customer relationships.
- Analyzed the territory and market's potential, tracked sales and status reports.
- Continuously improved through feedback
- Expedited the resolution of customer problems and complaints to maximize satisfaction
- Ability to learn new business concepts quickly and thoroughly
- Finding the Customer's Needs
- Counting quantities and making extracts.
- Excellent English language.
- Tactful and professional in dealing with managers and holders of higher positions
- Ability to organize and manage performance of Team/others to meet targets.
- Very good Computer skills (MS OFFICE
- Very good accounting skills.

Employee experiences

- **Al Fozan group (Madar Hardware co.)**

Saudi Arabia, Jeddah

❖ From 1/11/2024 Until Now

I worked as Sales project executive

- **Al-Quds PAINT INDSTURY**

Jordan, Amman

❖ From 01/10/2023 to 01/10/2024

I worked as sales Repesantive.

❖ From 19/01/2022 to 01/10/2023

I worked as sales coordinator.

- **AL-NASER RESTURANT**

Jordan, Amman

❖ From 01/01/2021 to 31/12/2021

I worked as an accountant.

- **INVESTMENT BANK**

Jordan, Amman

❖ From 01/10/2020 TO 31/12/2020

I worked as customer service sales.

- **AL-FAISAL EXCHANG**

Jordan, Amman

❖ From 01/01/2020 to 31/09/2020

I worked as costumer service teller

- **MOHAMMAD ABU ZAID INSTITUTION**

Jordan, Amman

❖ From 01/01/2017 TO 31/12/2019

I worked as accountant

EDUCATION

Bachelor's degree in financial and banking science

- Hashemite University

CERTIFACTION

Advanced sales course

