

# Omar Mohammed Albalawi

## Sales & Operations Specialist

### Profile

Experienced in leadership, sales, and operations with strong skills in marketing strategies, client relationship management, and workflow supervision. Proficient in English and advanced computer applications, with proven ability to deliver results under pressure.

### Skills

- Operations management & workflow monitoring | Marketing strategy planning & execution | Negotiation & persuasion | Customer relationship building | Fluent in English (spoken & written) | Advanced computer & reporting skills | Working under pressure to achieve goals

### Professional Experience

**Operations Supervisor – Ewan Trading Co.,** Tabuk (May 2025 – Present)

- Supervised employees & daily tasks, prepared reports.
- Monitored security cameras & handled incident reports.

**Sales Team Leader – Mohammed Bawazeer Trading Co.,** Tabuk (Mar 2022 – Mar 2025)

- Increased sales by **25%** and expanded customer base by **15%**.
- Led team performance & applied marketing strategies.

**Equipment Rental Supervisor – Deconset Expo,** Tabuk (Feb 2014 – Jan 2020)

- Managed rental of advertising equipment.
- Coordinated delivery/return, maintained inventory & reports.

### Education

Bachelor's in Languages & Translation (English Language & Literature), University of Tabuk (2012 – 2016)

### Training & Development

Customer Service | Financial Management | Excel & Data Analysis | Information Security | Human Resources Management

### Contact

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