**MUHAMMAD**

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**Email:** [**MUHAMMAD.318485@2freemail.com**](mailto:MUHAMMAD.318485@2freemail.com)

**Date of birth: 06/11/1990**

**Place of birth: U.A.E.**

**Nationality: Jordanian**

**Gender: Male**

**Marital status: Single**

**Driving license: U.A.E.**

**Visa Status: Employment Visa**

**Objective**

**Seeking challenging career in reputable organization that can benefit from my previous working experience and my interpersonal skills, and where I can get exposed to new challenges and experience that will enhance my professional exposure as well my career.**

**Skills**

* **Strong communication skills.**
* **High moral and professional character.**
* **Staying abreast of improvement & Good Analytical.**
* **Effective team player & team work.**
* **Ability to work under pressure and diversified work environment.**
* **Leadership, strategic planning, and project management**
* **Microsoft Office.**
* **Operating Systems.**
* **Sales System.**
* **HR, Administration, Employee relations, Employee records.**
* **Creative and hard working.**
* **Ability to hit sales and account management targets.**
* **Highly self-motivated and eager to learn.**
* **Marketing and selling skills**
* **Negotiation skills**
* **Relationship building skills**
* **Planning and organizing skills**
* **Good verbal and written command of English and Arabic languages**
* **Can create and deliver convincing arguments to an executive audience.**
* **Ability to manage multiple commercial processes.**
* **Ability to evaluate tasks and suggest improvements.**
* **Ability to priorities workload; work effectively under pressure and to tight deadlines.**
* **Ability to present, discuss and propose at a senior level.**
* **Solid understanding of business concepts & dynamics for large national and international corporations.**
* **Superior time management skills and strong attention to detail.**

**WORK EXPERIENCE MY CAR GENERAL TRADING LLC**

**Sales Manager, MY CAR GENERAL TRADING Feb. 2016 TO PRESENT**

**Dubai, U.A.E.**

**- Determines annual unit and gross-profit plans by implementing marketing strategies, analyzing trends and results.**

**- Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories, projecting expected sales volume and profit for existing and new products.**

- **Implements national sales programs by developing field sales action plans.**

**- Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.**

**- Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.**

**- Completes national sales operational requirements by scheduling and assigning employees; following up on work results.**

**- Maintains national sales staff by recruiting, selecting, orienting, and training employees.**

**- Maintains national sales staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.**

**- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.**

**- Contributes to team effort by accomplishing related results as needed.**

**Senior Sales Executive, Abu Dhabi Islamic bank (ADIB) Direct Sales Unit Mar 2013 To Feb. 2016**

**Dubai, U.A.E.**

**Multiproduct (Auto Loan & Insurance &credit card& personal loan )I have experience and good acknowledge at Dubai Auto market (In-door & Out-door).**

**-Organizing sales visits**

**-Demonstrating and presenting products.**

**- Establishment new business with customers.**

**- maintaining accurate records.**

**-Attending trade exhibitions, conferences meetings**

**- Reviewing sales performance.**

**- negotiating contracts and packages**

**-Achieve the monthly or annual target.**

**-Treating with customer to satisfy them.**

**HR Officer, ZADONA TRADING LLC Jan 2011 to Mar 2013**

**Nablus, Palestine**

**- Assisting the HR & People Development Manager with generalist HR matters,**

**Including reviewing and developing company Policies and Procedures and**

**Providing advice in relation to employee performance, conduct and absence**

**Management .**

**- Providing confidential ad hock advice and assistance to company employees**

**- Assisting with preparations for disciplinary and grievance hearings as necessary**

**- Administration, co-ordination and support of company recruitment.**

**- Managing and maintaining contracts, personnel files and other employee information.**

- **Developing an induction program for new employees.**

**- Coordinating and administering training and development programs and liaising with external training bodies as required. This includes providing support in relation to Health and Safety training records for employees.**

**- Administration and co-ordination of internal training programs.**

**- Developing and managing employee-related programs, such as work experience and internships.**

**- Providing administrative support as required, including in respect of the Group.**

**Car Scheme and eligibility to work records and audits.**

**- Fulfillment of additional duties as required.**

**Courses**

* **How to deal with your colleagues.**
* **How to deal with direct manager.**
* **Preparing reports on evaluates performance within administrative department**
* **Be leading course.**
* **Sales Excellence course.**
* **Human Resource Management Diploma .**

**Educational Background**

**An-Najah National University, Nablus, Palestine 2008 To 2012**

**Bachelors of Business Administration, Faculty of Economic and Administrative Science**

**Languages**

**Arabic: Mother Tongue English: Good**

***I hereby certify that the above information is true and correct to the best of my knowledge, ability and belief.***