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**BASSAM**

[**Bassam.324858@2freemail.com**](mailto:Bassam.324858@2freemail.com)

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Objective

* To obtain an interesting and challenging position in a reputed company that will open the gate for me to use my skills, expertise and potentials. The wide experience gained throughout the past years, the knowledge of U.A.E. local market and the excellent contacts will be thoroughly devoted to serve the company.

**Profile**

* The confidence and friendly nature make me quickly adjust to different people and situations.
* The fluency in English language and the long experience have both given me the abilities to be quickly familiar with the work tasks, technically and commercially and technically to review the tenders, enquiries and quotations.
* Ability to work independently for sustained periods of time to meet work schedules and demands.

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**Education University Degree in English Language and Literature**

**Others**

* Computer knowledge of MS Word, Excel (Windows XP Professional)
* Experience in translation (Arabic into English and vise versa)
* Fluency in both languages Arabic & English.
  + Sales & marketing experience (Sales & Key Account Management, Business Development, etc.).
  + Passed Internal Auditing Course & Sales Course.
  + Attended ISO 9001:2000 Awareness Training Course.

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#### Experience in the U.A.E.

From May 2016 till date (Abons IT Solutions & Equipments)

An IT System Integrator company that serves the local market with a quality brand name in the ICT workspace and state-of-art technology solutions.

Account Manager - Job Responsibilities:

1. Planning and developing profitable business with new and existing key accounts.

2. Identifying, developing & closing sales opportunities.

3. Identifying new opportunities for business expansion.

4. Promotes the inclusion of the organization's products and/or services in the

Government & Private Sectors

5. Exchanges information with managers and other personnel.

6. Maintains a thorough understanding of government procurement procedures and

guidelines to ensure that the organization's sales initiatives are fully compliant.

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8. Maintains current knowledge of relevant technologies in order to successfully meet

client requirements.

From May 2015 to March 2016 (Gulf Commercial Group)

The major activities concentrates on distribution, sales and technical support of printers and copying machines for the engineering, commercial and office market.

Business Development Manager (wide format printers) - Job Responsibilities:

* Following up new business opportunities and setting up meetings.
* Planning and preparing presentations.
* Communicating new product developments to prospective clients.
* Overseeing the development of marketing literature.
* Writing reports.
* Providing management with feedback.

From Oct. 2010 to May 2015 (Heliozid Oce Emirates)

The core activities of the company are focused around distribution, sales and technical support of the **Océ** printing and copying machines for the total office market providing low to high-end printing and copying solutions to the engineering, commercial and the office market.

Sales Account Manager (Abu Dhabi & Al Ain) - Job Responsibilities:

* Handling major accounts from the government, military, police, education, oil and private sectors like Police, Judicial Dept., Ministry of Interior, Adec, Zadco and major contractors and consultants in the UAE.
* Developing potential sales opportunities and follow up on profitable ones.
* Ensuring the excellent execution of sales plan to achieve the sales targets.
* Reporting to the management.

From Oct. 2008 to 2010 (Belhasa Projects)

Belhasa Projects is the first specialist swimming pool and water feature construction company. The company has also established other divisions including sports flooring systems, concrete repair, waste water treatment, health club facilities, etc.

Senior Sales Executive (Abu Dhabi & Al Ain) - Job Responsibilities:

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* Strengthening the relationships with current clients including the consultants, contractors, clubs, hotels, oil companies and military sectors to expand the existing clients’ base of the company and searching for new ones.
* Developing potential sales opportunities and follow up on profitable ones.
* Reporting to the management.

2/4

From 2004 to 2008 (Sportslines–Alsa Co. L.L.C. “Al Sayegh Group”)

A trading company and a supplier of fitness equipment and health club facilities.

Sales Manager (Abu Dhabi & Al Ain) - Job Responsibilities:

* Building strategic plan based on the data gathered from the market research and implementing the marketing strategies to achieve the company’s goals and targets.
* Establishing customers’ data base.
* Strengthening the relationships with current clients including the consultants, contractors, clubs, hotels, oil companies and military sectors for expanding the existing clients’ base of the company searching for potential ones.
* Ensuring the excellent execution of plans to achieve the sales targets.
* Reporting to the management.

From 1995 to 2004 **(**BIN HAM TRADING AGENCIES ‘Bin Ham Group’)

Trading company and agent of renowned manufacturers of a variety of mechanical & electrical items including valves, traps, pipes, pumps, generators, switches, timers, spare part,. etc.

Sales Representative - Job Responsibilities:

* Ensuring the excellent execution of plan to achieve the sales target.
* Expanding the existing clients data base of the company searching for potential ones.
* Responsible for the registration and pre-qualification of the company as supplier to the major oil companies, authorities and governmental departments.
* Preparation of tender documents, bank guarantees and submission of competitive quotations matching the customers’ requirements.
* Responding to the clarifications required by the customer on the submitted quotation.
* Order process and follow up.
* Keeping the management updated by submitting periodical reports of market and work progress.

### From 1994 to 1995 (M/S MIDDLE EAST PRINTING & ADVERTISING CO.) (Bin Ham Group)

Personal Secretary. Job responsibilities:

* Office administration.
* Typing and filing documents.
* Handling incoming & outgoing letters and faxes.
* Preparation of tender documents.
* Preparation of bank guarantees.
* Handling bank transaction.

3/4

## Experience in SYRIA

# From 1988 to 1989 (DUETCH SCHACHTBAU & TIEFBOHRGESELLSCAHFT GmbH)

(German Oil Drilling Company)

**Storekeeper.**

* Responsible for handling store of equipments/materials for oilrig, control of equipments movement and other store managements.

**(Certificates can be submitted upon request)**

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