QUALIFICATIONS



HANI

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PERSONAL INFO

Birth date:1. January, 1977

Gender: Male

Nationality: Sudanese

Marital Status:Married

Visa Status:Employment Visa - Free zone 3 years

**Vision:**

**To find a challenging relevant position where I can apply my knowledge to help in achieving the company’s goals as well as to gain good experience.**

★ Executive Supervisor ★

Oct 2010-2016December

Hamasat palace furnished housing unit.

Jeddah, KSA

Responsibilities included:

•Mention handling or resolving daily issues.

•Coordinate the activities of workers assigned to the supervisor and then report those activities back to managers.

•Deals with executing directives and plans handed over by managers of the supervisor's assigned operating unit.

•Follow Up on Projects in hand.

•Documentation.

•Attend Board meetings providing detailed reports relating to strategic development, finance, personnel, sponsorship.

•Arranging meetings, taking minutes and keeping notes.

•Devising and maintaining office systems.

•Booking rooms.

•Arranging both in-house and external events.

★SALES MAN★

Seller in the used car section Abdul-Latif Jamil Company

Dec2009 - July2011

http://www.toyota.com.sa/

Salesperson's used car division ALJ

★ EXECUTIVE SECRETARY & ADMINISTRATION ★

International forums Company

KSA - JEDDAH

Jan2007 - Novc2009

Track record of handling administrative and clerical functions with professionalism and tact. Possess great capability to make decisions where precedents are not established. Hands on experience of using diplomacy and discretion while handling confidential information.

Responsibilities included:

● Calendar maintenance

● Meetings coordination

● Handling phone calls

● Files maintenance

● Recording minutes

● Travel arrangements

● Records organisation

● Reports preparation

● Financial records

● Letter / memo composition

● Meetings arrangements

●Supplies maintenance

●Contracting

★ Sales Representative ★

Shabo Advertising Company.

Khartoum, Sudan

Jan2004 - Dec2006

Responsibilities included:

•Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.

•Adjusts content of sales presentations by studying the type of sales outlet or trade factor.

•Focuses sales efforts by studying existing and potential volume of dealers.

•Submits orders by referring to price lists and product literature.

•Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.

•Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.

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

•Provides historical records by maintaining records on area and customer sales.

•Contributes to team effort by accomplishing related results as needed.

PERSONAL QUALIFICATION and Skills

**Professional Skills:**

• Ability to work both independently and as a team member.

• Organizational and effective communication skills.

• Strong interpersonal skills.

• Capability to adapt quickly and work effectively under pressure.

• Enjoys challenges and work in multi-cultural environments.

• Willing to travel.

• Knowledge of MS Word, Excel, Power Point, Access, Outlook.

• Internet for business purpose.

**Intermediate skills**

• Good knowledge in accounting and Management and Banking

• Good Managerial Knowledge

**EDUCATION**

Juba University, Sudan

•Bachelor of Economics And Administrative Sciences

Damascus University

•Diploma, Marketing and Sales

**TARGET JOB** Notice Period: Immediately

Desired Job Status: Full Time

Desired Location: UAE/ CANADA / UK

Desired Salary: Depend on the desired Job Description