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**December, 11, 1989**

**Single**

**OBJECTIVE STATEMENT:**

Management or leader position where I can effectively utilize my expertise in management. My strong sales and customer services skills, also to bring to your organization enthusiasm, dedication, responsibility and good work ethic.

**QUALIFICATIONS:**

* An enthusiastic and able to convey information with clarity, patience and terminology appropriate to specific audience.
* Skilled in strategic planning and implementation; able to prioritize effectively, multitask and achieve objectives within time and budget.
* Dynamic, articulate, analytical and results oriented
* Motivated self-starter; able to spark interest and take initiative, exceptional collaborator; able to bridge company and clients’ interests.
* Ability to lead, motivate and manage a large commercial team.
* Proven effective negotiation
* Disciplining employees, motivating others, promoting process improvement and

reporting skills

**EDUCATION:**

* **2014 HOGE SCHOOL VAN UTRECHT(BACHELOR)**

IBMS International Business and Management Studies (semi-finished with good grade)

* **2011 ROC A12 (Regional Education Centre)**

International and wholesale business. Import and export specialist. (Finished with good grade)

* **2008 ELZENDAAL COLLEGE (High school)**

HAVO economics and science studies. (Finished with good grade)

**WORK EXPERIENCE:**

* **JAN 2014 – AUG 2014 TRAVERSE ADVIESGROEP (executive assistant to GM)**
	+ Managing the day-to-day operations of the office.
	+ Organizing and maintaining files and records.
	+ Planning and scheduling GM meetings, appointments and conferences.
	+ Preparing and editing correspondence, reports and presentations.
	+ Making travel and guest arrangements.
	+ Represents the General Manager by attending meetings on his absence.
	+ Welcomes guests and customers and answering all their inquiries.
	+ Assigning work to clerical staff; following up on results.
	+ Prepares monthly performance report for the General Manager.
	+ Secures information by completing data base backups.
	+ Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
* **JAN 2013 – DEC 2013 KPN (sales manager)**
* Responsible on making new contracts.
* Making contracts and negotiating terms.
* Following market changes and prices.
* Comprehending sales breakdowns and implementing sales initiatives.
* Reviewing sales results and watching customer trends.
* Driving marketing teams & supervising them, Ensuring sales targets are met and reporting to CEO on markets situations.
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* Develop and agree a commercial strategy which achieves budget and maximizes profitability.
* Lead, manage and develop the wider commercial team.
* Manage commercial risk and opportunity.
* Ensure all commercial reporting procedures are adhered to.
* Act as a single point of contact for all commercial, legal, financial and administrative issues with the customer, suppliers and subcontractors.
* Working overtime if necessary and adapting to changing priorities.
* **FEB 2012 – JAN 2013 MIEC MARKETING (assistant of commercial manager)**
* Assisting the commercial manager in supervision of the team.
* Prepare and follow up the implementation of the sales plan.
* Widen and follow the channel of clients to generate leads.
* Follow customer satisfaction to open a new leads (up/cross selling).
* Generate leads within target sectors.
* Make initial visits, pro move survey and find out customer needs.
* Prepare and deliver quotes using standard templates till closing the process and ensure money collection.
* Respond to and follow up sales enquiries using appropriate methods report in defined format to commercial manager in defined periods of time.
* Follow defined quality and sales procedures while running sales activities.
* Use customer and prospect contact, activities, tool, systems, and update relevant information held in these systems.
* **FEB 2011 – JAN 2012 DAILSENSE (sales executive)**
* Challenging any objections with a view to getting new clients.
* Reviewing the sales performance, aiming to meet or exceed targets.
* Gaining a clear understanding of customers' businesses and requirements.
* Making accurate, rapid cost calculations and providing customers with quotations.
* Organizing sales visits.
* Demonstrating/presenting products.
* Establishing new business.
* Maintaining accurate records.
* Attending trade exhibitions, conferences and meetings.
* Reviewing sales performance.
* Negotiating contracts.
* Reporting to Sales Manager.

**COMPUTER SKILLS**

* Very good knowledge of Microsoft and Apple.
* Microsoft Office. Excel, Word, PowerPoint, Access and Outlook.
* ADOBE Photoshop.
* SAP Matrix.

**LANGUAGES**

* Dutch (Netherlands): native tongue.
* English: very good command of both, written and spoken.
* German: very good command of spoken.
* French: normal command of spoken.
* Farsi: very good command of spoken.

**HOBBIES**

* Computer.
* Cultural activities.
* Travelling.
* Finding out new things.
* Football.

**REFERENCES**

* Available on request.