

# SOHEYB SAADI

## INDOOR SALES



### ABOUT ME:

Be a professional of a company that will give me a chance to utilize my experience, skills and knowledge and to be the part of the team that dynamically works towards the growth of the organization.

### CONTACT

+974 5995 1169

Saadisohaib75@gmail.com

DOHA, QATAR

### EDUCATION

2019/ 2022

**MASTER IN PUBLIC LAW**

08 MAY 1945, Guelma

2023

**CERTEFICATE OF PRACTICIPATION**

FROM A1 TO B1 PRE INTERMEDIATE

### SKILLS

- A desire to achieve results
- Excellent communication skills
- Active listening skills
- Constant curiosity
- Hard working
- Expert in MS Office

### LANGUAGES

- Arabic
- English
- French

### EXPERIENCE

**BIO OPTIC GUELMA**

**2021-2022**

Commercial Assistant

- Provide administrative support to the commercial team by managing calendars, scheduling appointments, and coordinating meetings.
- Assist in the preparation and submission of commercial proposals, contracts, and documentation.
- Conduct market research to identify potential clients and industry trends.
- Communicate with clients and vendors to facilitate smooth business transactions.
- Maintain accurate records of transactions, contracts, and client communications.
- Collaborate with internal teams to ensure timely and accurate delivery of products/services.
- Prepare and analyze reports on sales performance and market trends.

**ZAATCHA TRAVELS GUELMA**

**2017-2020**

Commercial officer

- Developed and executed commercial strategies to drive revenue growth and increase market share.
- Negotiated and finalized contracts with clients, ensuring favorable terms for the company.
- Conducted market analysis to identify business opportunities and provided recommendations to senior management.
- Collaborated with cross-functional teams to ensure alignment of commercial strategies with overall business objectives.
- Monitored and analyzed sales performance, identifying areas for improvement and implementing corrective actions.

**PEAK SPORT CLOTHES ALGERIA**

**2016-2017**

SALES REPRESENTATIVE

- Build and maintain relationships with potential and existing clients.
- Conduct product presentations and demos to showcase the features and benefits of the company's products.
- Negotiate pricing and contracts with clients to close deals and achieve sales targets.
- Help customers to find the required items.
- Explaining about the product to the customer.