




Mohamed Yousif Tag Eldin Gmeel

Sales Office

ABOUT ME

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PROFILE SUMMARY

Eager to secure a position that allows me to leverage my existing knowledge and skills to their fullest extent. I am enthusiastic about the opportunity to learn new skills and further develop professionally within a new position and business environment..

SKILLS

- Word, Excel, MS Office.
- Negotiation. Customer Service oriented and Leadership Abilities.
- Excellent listener.
- Friendly, courteous, and service oriented
- Ability to navigate and resolve issues efficiently, ensuring smooth workflow.
- Fast learner and self-motivated, demonstrating agility in acquiring new skills.

WORK EXPERIENCE

Sales Officer

Al Samraa Trading & Contracting 2013 – Present

- Identify potential sales opportunities and new market segments.
- Cultivate and maintain positive relationships with existing clients.
- Address client inquiries, concerns, and provide appropriate solutions.
- Demonstrate in-depth knowledge of products or services offered.
- Communicate product features and benefits effectively to potential customers.
- Ensure that all company documents adhere to relevant laws, regulations, and government standards.
- Stay updated on changes in legal requirements that may impact company documentation.
- Maintain organized records of all government-related documents.
- Ensure that all employee documents comply with relevant labor laws, tax regulations, and government standards.
- Identify opportunities for process improvement in the finalization of employee documents and submission to government agencies

EDUCATION

- Business Administration
University of Sudan - 2008
- Sudan School Certificate
Sudanese School in Doha - 2003

PROFESSIONAL DEVELOPMENT

- Sales representative and marketing
- Office work such as: filing, document handling, archiving.
- Work in basic computer operations

Languages

- Arabic
- English

REFERENCES

- Reference details are available upon request.

Administration Sales Officer

Arabian Gulf Trading Group 2010 - 2013

- Provide administrative support to the sales team, including scheduling appointments, handling correspondence, and managing documentation.
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- Collaborate with the sales team to ensure smooth operations and timely delivery of products or services..
- Prepare and send quotations and proposals to potential clients.
- Maintain and update customer databases, sales records, and other relevant information.
- Assist in the creation of sales support materials, such as brochures, presentations, and product/service catalogs.
- Build and maintain positive relationships with clients to enhance overall satisfaction.
- Address customer concerns and inquiries promptly.

Sales Representative

New Star Trading 2008 - 2010

- Identify and reach out to potential customers through various channels, including cold calling, networking, and referrals.
- Develop a deep understanding of the products or services being offered.
- Conduct thorough needs assessments to understand customer requirements.
- Prepare and present price quotes and proposals to potential clients.
- Negotiate terms and conditions to close deals.
- Facilitate the order process, ensuring accurate and timely order fulfillment.
- Conduct post-sales follow-up to ensure customer satisfaction.
- Work towards achieving and exceeding sales targets.