



AHMAD KHALED

SALES MANAGER/ACCOUNTANT

Obtain a position that will enable me to use my strong accounting, and sales skills, marketing background and abilities to work well with people and to be challenged in a marketing strategy or business/market development position. Analyze and improve marketing, sales and. Develop products, markets and relationship.

CONTACT

- +974 55666980
- ahmad_kh1231@outlook.com
- Doha – Qatar resident

EDUCATION

2008-2009

Nazih bizri high school
HIGH SCHOOL CERTIFICATE/SOCIO-ECONOMIC

2010-2014

Lebanese International university
Bachelor degree/Banking and Finance
Gpa 2.8

PERSONAL SKILLS

Sales

- ✓ Upselling expertise
- ✓ Sales and market development
- Relationship management
- ✓ Partnership marketing
- ✓ Sales techniques
- ✓ Team leader

Accountant

- ✓ Visual dolphin
- ✓ Opera
- ✓ Onyx
- ✓ Modeling (finalizing report)
- ✓ Auditing
- ✓ Supervising

LANGUAGES

- ✓ English proficient(writing , reading, speaking)
- ✓ Arabic (native language)
- ✓ French normal (writing, reading, speaking)
- ✓ Portuguese normal writing, reading, speaking

❖ Driving License

Available

PROFESSIONAL EXPERIENCE

Sales Manager and accountant

Mezab Air condition Company (Mitsubishi) in Doha

2022-Present

- Showcased product features and benefits to drive sales.
- Liaised with customers to determine needs and provide recommendations.
- Managed customer relationships through consultative sales techniques to attain individual sales goals.
- Participate in continuous product development training.
- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable. Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.

Assistant Operations Manager

Riyadh International corporation in Saudi Arabia (McDonal's)

2021/2022

- Handling queries for Managers and other employees on the phone, email and social media platforms
- Greeting, welcoming and directing visitors
- Handling daily office duties such as creating reports and presentations and maintaining filing systems
- Setting up meetings, taking accurate minutes and organising and scheduling appointments
- Ordering office supplies and working with vendors to maintain office equipment
- Writing and sending business correspondence and enforcing office procedures
- Compiling, reconciling and submitting office expense reports

Cost control

Cokteilla restaurant in Lebanon

AVAILABILITY

Available up on request

Hobbies

Music,gym,sprint,poetry,acting

• 2018/2021

- Calculating costs of food and beverage items and also responsible for the short and long- term planning of the food and beverage .
- controlling and pricing aspects .
- Managed accounting, payroll and financial reporting activities.
- Developed annual budget and compared actual expenses against projected budget.

Business development associate, Doha, Qa Building relationship with new and existing client.

The First company for lighting industries and accessories in Doha

05-2017/10-2017

- Partner with marketing sales and production manager to create and implement business strategies to increase brand awareness and sales.
- Coordinate marketing and networking events to client meetings and product promotion Managed online and social media brand campaigns, heightening company awareness and profile.
- Used extensive sales and marketing experience to offer expert advice in business improvement strategy.
- Outstanding persuasion and negotiation skills to increase client spending against business development
 - * Promoting and selling led lighting product for indoor and outdoor light and allccessories

Data Entry Clerk

LEMECO Construction material company in Lebanon

2014/2017

- Implemented and maintained a comprehensive filing system for office documents to increase efficiency.
- Performed administrative tasks including sorting mail, ordering office supplies and copying and scanning documents for filing, maximizing overall team efficiency. Data entry for sales order related to construction material steel gravel.
- Responsible for product sales and cashier kiosk Providing a professional customer service.
- Efficiently took shorthand notes to transform into neatly written and formatted documents, maintaining accuracy throughout.

Sales representative Beirut Lebanon

Beirut duty free airport in lebanon

2012/2014

- Creating a pleasant customer service by greeting and engaging our valued customers.
- Emphasis on selling and revenue maximization.
- Presenting, and promoting and selling products/services using solid arguments to existing and prospective customers.
- Strong Sales Skills, persuasive "selling" (rather than "telling").
Excellent problem-solving skills and ability to prioritize.
- working in a fast-paced environment.
- Describing product features and benefits.
- Good team player with ability to build and maintain relationships.
- Ability to demonstrate professionalism and enthusiasm.