

Curriculum Vitae

Hossam Mohammad Salim Koko



PERSONAL INFORMATION:

Nationality: Syrian
Permanent Residency: Doha - Qatar
Date and place of birth: Saudi Arabia. 18/03/1989
Marital status: Married
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EDUCATOIN:

- ❖ 2011-Bachelor in Economics - Business Administration Department, University of Aleppo, Syria.
- ❖ BAZZAR Course (Accounting program).
- ❖ Al-AMEEN Course (Accounting and warehouses program).
- ❖ AFAK Course (Accounting and warehouses program).

OBJECTIVE:

To work in a dynamic, competitive challenging position in any company which I can participate by giving the benefit of my knowledge and to show the best of my ability which will assist the company in being more effective and efficient in achieving its goal.

WORK EXPERIENCE:

❖ In Qatar

- ❖ Working as Business development officer in QCTC Company (Fit out contractor) from August 2023 to date.
 - Approach potential clients with the aim of winning a new business.
 - Build business relationship with current and potential clients.
 - Study the market situation to identify and evaluate the opportunities to enter a new products and services lines.
 - Coordinating with operation team to make sure that business ideas will be achievable.
 - Creating Informative presentations and marketing tools.
 - Working on costing sheets to generate quotations for multiple items.

- ❖ Worked as a Senior Sales Executive in TADMUR TRADING Company (Selling of Building, Tiles, Landscaping and Chemical materials from May 2016 to August 2023).
 - Approach potential contractors with the aim of winning a new business.
 - Visit consultation companies to introduce the products.
 - Maintain good business relationships with existing client.
 - Providing clients with technical information about products as well as other information including price, value ...etc.
 - Responsible for materials submittal and complying with projects specifications.
 - Responsible for aging and collection.
 - Using negotiation and communication skills to sell new products to increase the market share.
 - Liaising with logistic department to ensure relevant stock delivered as per delivery schedules.
 - Prepare and follow up sales quotations made for clients By CRM system and negotiating terms with the client at a cost best suited for them.
 - Keep appropriate records and necessary reports.

- ❖ Worked as a Sales Executive in SIGMA PAINTS Company (selling of paints and chemical material from June 2012 to July 2015.
 - Visit the sites and make reports to the management.
 - Approach potential contractors with the aim of winning a new business.
 - Visit consultation companies to introduce the products.
 - Make a good relation with the project managers and consultants.
 - Prepare and follow up sales quotations made for clients and negotiating terms with the client at a cost best suited for them.
 - Maintains relationships with clients by providing support, information, and guidance
 - Produce reports on progress within the department and outline any developed strategies to improve.
 - Responsible for collection.

❖ In Syria

- ❖ Worked in "HEMMAMY PAINTS" company (manufacturing and trading of paints) in Syria from September 2010 until November 2011:
 - Make phone calls with our dealers to sell the products.
 - Travel to cities and countryside to deliver the materials and find new dealers.
 - Responsible for collection.
 - Study the market in potential areas to find the suitable marketing plan.
- ❖ Worked in "AL-SHAMEL GROUP" (Trading of paints and Building Materials) in Syria from March 2009 until August 2010:
 - Responsible for inventory.
 - Handle the cashier and sell the goods to the consumers.
 - Traveling to cities and countryside to sale of paints and building materials and correspond the accounts with customers.
- ❖ Worked as a Salesman in "JBARAH FOOD" in Syria from July 2008 until March 2009:
 - Selling food for the purpose of re-distribution and to get the food into the market.
 - Selling food to super markets, groceries, restaurants, etc.

- Managing and develop new customers, while maintaining existing sales within assigned customers and a given sales territory.
- Develop a daily/weekly call list and maintain information accuracy monthly.

LANGUAGE SKILLS:

Mother's tongue: Arabic.

Foreign languages: English.

English Reading, Writing, Typing Skills and Speaking: Very good.

SKILLS:

- Computer: Accounting program, Word, Excel, Access and Internet.
- Well known in Coating materials (Decorative, industrial, Epoxies).
- Well known in Projects Section, Sites, Main Contractors, and Consultants in Qatar.
- Expert knowledge of the selling process and effective sales techniques.
- Expert knowledge of waterproofing product and methods of application.
- Excellent communicator and relationship building skills.
- Excellent analytical and time management skills.
- Motivated in a target-driven environment.
- Ability to work under pressure and deadlines.
- Hardworking, Dedicated and fast learner.
- Self- motivated with an outgoing personality.

“End”