

# MOHAMAD ALBAKER OSSAILI

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04/10/2005, Single, Male, Lebanese, Lebanon

## PROFESSIONAL SUMMARY

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I am highly organized, efficient and proactive Sales Representative. Utilizing my initiative and report writing skills, I deliver high-quality work consistently while meeting deadlines and maintaining confidentiality with strict adherence to internal rules and processes and to employment law. Now, I am seeking a new opportunity where I can apply my technical expertise and interpersonal skills within your firm with solid growth prospects

## Relevant Work Experience

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Sofia Solar

Accounting Sales Representative

*Lebanon, 2021- Present*

- Identifying potential new clients.
- Identifying and implementing best practices.
- Organizing meetings with clients about their needs.
- Building and maintaining relationships with clients to understand their needs and provide appropriate solution
- Managing accounting tasks such as invoicing, billing, and collections to ensure timely and accurate processing of transactions
- Acting as the point of contact for clients.
- Maintain financial client records and documentation in compliance with company policies and regulatory requirement
- Suggesting innovative ways to increase sales and enhance clients' experience

## TECHNICAL SKILLS

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- MS Office (Word, Excel, Powerpoint)

## LANGUAGES

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- Native in Arabic
- Advanced in English

## AREA OF EXPERTISE

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|---------------------------|----------------------------|
| • Sales Techniques Skills | • Analytical Skills        |
| • Communication Skills    | • Customer Service Skills  |
| • Time Management Skills  | • Teamwork Skills          |
| • Adaptability Skills     | • Product Knowledge Skills |