

ABDALLA SHEHATA

SALES & BUSINESS DEVELOPMENT EXECUTIVE

Advertising | Printing | Events

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PROFESSIONAL SUMMARY

Sales and client-focused professional with over 10 years of experience in Qatar, strong in client handling, printing & advertising services, tenders, and government coordination.

SKILLS

- Sales & Client Relationship Management
- Corporate Accounts
- Client Follow-ups
- Quotations & Proposals
- Payment Follow-up
- Operations & Support
- Advertising & Printing Coordination
- Vendors & Supplier Liaison
- Tenders & Bids Preparation
- Invoicing & Documentation

WORK EXPERIENCE

Accountant & Sales Executive

Al Tamayoz Printing & Advertising – Qatar

2014 – 2017

- Handled sales activities and client coordination for printing and advertising projects
- Prepared quotations, invoices, and followed up on client payments
- Maintained daily accounting records, petty cash, and expense tracking
- Coordinated with suppliers and production teams to ensure timely project delivery
- Managed client approvals, artwork submissions, and production timelines
- Built and maintained relationships with corporate and individual clients
- Supported company participation in tenders and pricing submissions

Government Relations Officer (Client & Project Coordination Role)

Japan Drilling (Netherlands) B.V – Qatar

2017 – Present

- Acted as a key point of contact with government entities, corporate clients, and service providers
- Supported company participation in tenders through document preparation and coordination
- Managed client requirements, approvals, and timelines to ensure smooth project execution
- Coordinated visa applications and renewals for company staff
- Followed up with government entities on document approvals
- Prepared and translated official correspondence (Arabic & English)
- Assisted accounts team with invoice follow-up and document collection
- Supported petty cash records and expense tracking
- Provided administrative support to site operations and head office

EDUCATION

Bachelor's Degree in Commerce

2007 – 2011