



MOHAMED FEHD KHEBIZI

SALES & ADMINISTRATION PROFESSIONAL

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PROFILE

Results-driven Sales and Administration Professional with over 8 years of experience in automotive sales, general sales, office administration, media coordination, and secretarial roles. Proven ability to drive revenue growth, build strong client relationships, manage operations efficiently, and support executive leadership. Skilled in communication, negotiation, team management, and delivering excellent customer experiences.

PROFESSIONAL EXPERIENCE

AUTOMOTIVE SALES EXECUTIVE

03/2022 – 08/2025

Premium Motors

Dubai, UAE

- Sold new and pre-owned vehicles, achieving monthly and quarterly sales targets.
- Built and maintained strong relationships with customers to ensure repeat business.
- Conducted test drives, vehicle presentations, and negotiations to close deals.
- Coordinated with finance and after-sales teams for smooth customer handover.

SALES & BUSINESS DEVELOPMENT EXECUTIVE

01/2020 – 02/2022

Al Futtaim Automotive

Dubai, UAE

- Developed and executed sales strategies to grow market share.
- Generated leads through networking, referrals, and events.
- Managed client accounts and followed up to ensure customer satisfaction.
- Achieved over 120% of sales targets consistently.

ADMINISTRATION & EXECUTIVE ASSISTANT

01/2018 – 12/2019

Al Mana Group

Dubai, UAE

- Provided executive support including scheduling, travel, and meeting coordination.
- Managed office operations, documentation, and correspondence.
- Prepared reports, presentations, and handled confidential information.
- Coordinated with departments to ensure efficient workflow.

MEDIA & PUBLIC RELATIONS ASSISTANT

01/2016 – 12/2017

Qatar Events & Media

Dubai, UAE

- Assisted in media planning, content creation, and social media management.
- Coordinated press releases, events, and public communication activities.
- Maintained media databases and built strong media relationships.

SECRETARIAL & OFFICE COORDINATOR

06/2014 – 12/2015

Gulf Business Solutions

Algiers, Algeria

- Managed front desk, calls, and visitor relations.
- Handled correspondence, filing, and office documentation.
- Supported managers with diary management and daily administrative tasks.

EDUCATION

Diploma in Management

Diploma in Computer Science

Diploma in Languages

CORE COMPETENCIES

- Automotive Sales (New & Used Cars)
- General Sales & Business Development
- Customer Relationship Management
- Lead Generation & Closing Deals
- Sales Strategy & Target Achievement
- Negotiation & Objection Handling
- Team Leadership & Training
- Office Administration
- Executive Support & Secretarial
- Media & Public Relations
- Event & Campaign Management
- Microsoft Office (Word, Excel, PowerPoint)
- CRM Systems

LANGUAGES

Arabic

Native

English

Fluent

French

Intermediate

KEY ACHIEVEMENTS

Sales Target Achievement

- Consistently achieved and exceeded sales targets by up to 30%.

Business Growth

- Built a strong client base resulting in high repeat business rate.

Service Excellence

- Recognized for excellent customer service and professionalism.

Operations Improvement

- Improved office efficiency and streamlined admin processes.