

Ahmad Hammad

+974 - 70065523

ahmad29hammadovic@gmail.com

Profile

Results-driven Sales and Collections professional with strong experience in receivables management, customer relations, and sales operations. Proven ability to handle financial follow-ups, resolve client issues efficiently, and support business growth. Seeking to contribute to a dynamic organization in Qatar in Sales, Administration, or Accounts Receivable roles

Work Experience

Financial Collector (Nov 2022 - March 2025)

Jordan Engineers Association (JEA) - Amman, Jordan

- Managed and followed up on receivables and outstanding payments
- Handled cheque processing, including returned and post-dated cheques
- Prepared monthly financial and performance reports
- Coordinated with clients to ensure timely payments and resolve issues

Archivist (Oct 2021 - Oct 2022)

Jordan Engineers Association (JEA) - Amman, Jordan

- Organized and digitized documents for efficient record management
- Assisted in developing archiving policies and procedures
- Maintained both physical and electronic filing systems

Sales Representative (Nov 2020 - Sep 2021)

Al-Abaqa Group (Import & Export) - Amman, Jordan

- Promoted and sold products to existing and new clients
- Built strong customer relationships and handled inquiries
- Resolved customer complaints quickly to maintain satisfaction

Sales & Marketing (Jan 2013 - May 2016)

Dar Al-Manhal Publishing House

- Promoted educational materials to schools
- Achieved sales targets through client engagement
- Built long-term relationships with educational institutions

Education

The Technical University (LUMINOS) ()

Amman, Jordan

Diploma in Sales & Marketing

Skills

- *Accounts Receivable & Collections*
- *Customer Relationship Management*
- *Sales & Business Development*
- *Problem Solving & Complaint Handling, Reliable, proactive, and results-focused*
- *Reporting & Data Analysis*
- *Detail-oriented and highly organized*
- *Time Management & Organization*
- *Strong communication and teamwork skills*