
MOHAMED SABER MOHAMED KASHLANA

Riyadh, Saudi Arabia 12546 ♦ 0530776882 ♦ mosaber9@gmail.com

LinkedIn: www.linkedin.com/in/mohamed-saber-kashlana

PROFESSIONAL SUMMARY

Business Development Specialist with strong skills in building strategic partnerships and enhancing revenue streams. Demonstrated ability to identify market opportunities and develop key client relationships. Successfully executed initiatives leading to substantial revenue growth and negotiated high-value contracts. Acknowledged for converting leads into enduring partnerships in competitive markets.

WORK HISTORY

Business development specialist, 02/2022 - 07/2025

Abdulmalik Sultan Bahabri Sports Club (Padel Up Factory) - Riyadh, KSA

- Negotiated contracts with clients to maximise benefits for both parties.
- Developed robust client relationships that contributed to business growth.
- Streamlined sales processes, enhancing overall team productivity.
- Devised effective sales pitches resulting in high conversion rates.
- Led high-performance sales teams to consistently achieve targets.
- Conducted comprehensive market analysis to identify new opportunities.
- Coordinated promotional campaigns, increasing brand visibility significantly.
- Managed marketing campaigns across platforms, achieving maximum ROI by 40%.

Sales executive, 08/2017 - 01/2022

Saudi Etqaan trading and contracting company - Riyadh, KSA

- Secured new clients through persuasive negotiation, significantly enhancing market presence.
- Drove high-level B2B sales meetings, achieving large-scale contract closures.
- Finalise contractual agreements to ensure successful deal completions.
- Coordinated with finance team for efficient invoicing and payment collection.
- Ensured timely invoice payments according to agreed terms.
- Submitted items for approval in categories such as door hardware and security systems.
- Maintained accurate inventory levels to provide reliable customer information.
- Facilitated seamless communication within team to improve operational efficiency.

Purchasing Officer, 05/2015 - 08/2017

Al-Fouzan Trading and general contracting company - Riyadh, KSA

- Managed procurement processes for Mega infrastructure projects.
- Negotiated with suppliers to secure optimal pricing and delivery schedules.
- Coordinated purchase orders according to management directives.
- Conducted follow-ups on foreign transactions and contract compliance.
- Organised and facilitated meetings with clients, contractors, shareholders, and owners.
- Worked closely with other departments to understand material requirements, achieved seamless production flow.
- Managed over 50 phone calls daily , politely, facilitating customer service excellence which increased sales interactions by 30%.

Document controller, 01/2014 - 05/2015

Saudi Diyar consulting company - Riyadh, KSA

- Achieved enhanced operational efficiency through regular updates of document control procedures.
- Provided timely Documentation to departments, facilitating smooth workflows.
- Coordinated disposal or archiving of obsolete documents according to regulations, improving storage management.
- Shared documents at key times to facilitate timely project completion.
- Handled incoming correspondence and technical information, distributing as directed.
- Documentation followup precisely which increased workflow by 40%.

Business development executive, 06/2012 - 01/2014

Nesma & Partners - Makkah, KSA

- Synchronized communication between internal departments and external construction sites.
- Ensured zero critical path delays, facilitating timely project completion by 50%.
- Managed invoices and claims for multiple projects with efficiency.
- Conveyed progress reports to senior management with clarity.
- Addressed complex management issues using strategic insights.
- Identified options and recommended effective solutions for expedited resolution.
- Organised confidential office documents to enhance operational efficiency.

SKILLS

- | | |
|---------------------------|-------------------------------|
| ● Soft Skills | ● Negotiation skills |
| ● Digital tools expertise | ● Team management |
| ● English proficiency | ● Business intelligence tools |
| ● Client networking | ● Product knowledge |
| ● CRM proficiency | ● Data analysis |

CERTIFICATIONS AND LICENSES

- EF set English certificate upper intermediate level B2 .
- General english conversation from cambridge university (usa).
- International computer driving license (ICDL) from unesco.
- Fundamentals of digital marketing.
- Human resources diploma.
- Basic accounting.

EDUCATION

Bachelor of Laws - LLB: English Department, 04/2005 - 05/2009

Mansourah University - Mansourah, Egypt

LANGUAGES

Arabic

Native

English

Advanced