

Curriculum Vitae

Personal Information:

Name: Ahmed Hussein Ahmed Al-Shalali

Nationality: Yemeni

Date of Birth: 15/01/1991

Place of Birth: Sana'a, Yemen

Current Residence: Riyadh, Saudi Arabia

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Career Objective

A Sales Representative with diverse experience in sales, procurement, and customer service. I possess strong skills in persuasion, negotiation, and dealing with different types of clients. I seek a professional opportunity within a distinguished team to achieve sales goals and develop my professional performance.

Educational Qualifications

* Bachelor's Degree in Business Administration – Queen Arwa University – 2014

* International Diploma in IT Skills – Value International Academy – 2015

* High School Certificate – Al-Majd Private School – 2010

Professional Experience

Sales Representative

Al-Naqeeb Leading Company – Riyadh

(June 2023 – Present)

* Representing the company in the field, promoting products, and achieving sales targets.

Sales Representative

Hasco Trading Company – Hayel Saeed Anam Group

(June 2021 – June 2023)

* Following up with clients, expanding the customer base, and collecting dues.

Purchasing Officer

Green Valley Import Company

(February 2018 – June 2021)

* Handling purchasing operations, preparing supply requests, and coordinating with suppliers.

Finance Specialist / Customer Service

Azal Microfinance Foundation

(January 2016 – January 2018)

* Providing financial services, customer follow-up, and installment collection.

Administrative Assistant / Secretary***Yemeni-British Friendship Association*****(February 2013 – January 2015)**

* Coordinating meetings, correspondence, and documenting administrative files.

Administrative Officer***Al-Masar Petroleum Services Company*****(January 2011 – January 2013)**

* Managing administrative tasks and organizing records and office duties.

Skills

- * Proficient in computer use and Microsoft Office applications
- * Excellent communication and persuasion skills
- * Leadership and mobility between sites
- * Ability to work in a team or independently
- * High stress tolerance and punctuality
- * Outstanding customer service skills

Courses & Training

- * ICDL (International Computer Driving License) – 2014
- * International Diploma for the Professional Employee – 2016 (Sales, Marketing, Customer Service, HR, Accounting, PR)
- * Job Skills Course – 2019 (Time Management, Communication, Motivation, Report Writing)
- * Human Development Course – 2017
- * Several English Language Courses – 2017
- * Basic Skills Course – 2014
- * Online Course: Principles of Governance within Organizations – 2018
- * Volunteerism and Community Work Training – 2019

Languages

Arabic: Excellent

English: Good

References

Available upon request.