

Moayad Mohammed Alhertani



0549520082



moaid.alhertani@gmail.com



Jeddah, Saudi Arabia

SUMMARY

Graduate of Computer Science with a strong foundation in IT systems, technical support, and operations management. I bring proven experience in supervising sales teams, planning routes, solving problems, and driving business growth through structured leadership and performance optimization. I aim to contribute effectively to organizational objectives in line with Vision 2030.

EDUCATION

Diploma in Computer Science – Information Technology

Jeddah International Higher Training Institute

| 2021 – 2024 |

PROFESSIONAL EXPERIENCE

Personnel Officer – SPA 4U Establishment

Saudi Arabia | 2023 – March 2025

- Managed monthly payroll processes, including salaries, overtime, and deductions.
- Coordinated employee leave schedules and maintained HR documentation.
- Handled daily financial collections and ensured accurate reporting.
- Addressed employee issues and followed up on disciplinary actions.
- Ensured compliance with internal policies and labor regulations.

Sales Supervisor – Almarai Company

Saudi Arabia | 2021 – 2023

- Led a team of sales representatives and monitored performance KPIs.
- Developed regional promotional campaigns to enhance product visibility.
- Negotiated pricing and offers with clients to increase sales volume.
- Analyzed market trends and adjusted strategies based on data insights.
- Ensured inventory availability and delivery coordination across locations.

Sales Supervisor – Atlantic Company

Saudi Arabia | 2020 – August 2021

- Supervised daily sales operations and followed up on field collections.
- Created route plans and optimized delivery schedules.
- Monitored competitor pricing and reported monthly market analysis.
- Conducted performance reviews and provided team coaching.
- Implemented tracking systems to measure sales targets and achievements.

SKILLS

Hard Skills:

- Leadership and supervision of sales teams.
- Route planning and field team coordination.
- Sales performance monitoring and KPI tracking.
- Ability to analyze market trends and customer needs.
- Network Setup & Support.
- Hardware Maintenance.
- Software Troubleshooting.
- MacOS & Windows System.
- Data Entry & Processing.
- System Configuration.

Soft Skills:

- Microsoft Office (Excel, Word, PowerPoint).
- Communication & Teamwork.
- Time Management.
- Leadership & Delegation.
- Problem Solving.
- Work Under Pressure.
- Conflict Handling.
- Adaptability & Flexibility.

LANGUAGE

- Arabic, English