

Name | Faris Sulaiman

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Objective:

Sales Specialist with 7+ years of experience in sales and client relationship management, skilled in closing deals, achieving sales targets, and understanding client needs. Strong negotiation skills with experience in CRM systems and high adaptability to Odoo. Ready for immediate joining.

Education:

Bachelors in computer science, Taibah University

Graduated: 2022

Experiences:

Ministry of Hajj and Umrah | Nusuk Card Services Department , Medina Logistics Support Specialist (Seasonal, Full-time)

Apr 2025 – Jun 2025

Responsibilities:

- Managed daily workflows and ensured compliance with policies.
- Handled client inquiries, issue resolution, and payment card distribution for 50,000+ pilgrims.
- Prepared and updated Excel tracking reports to monitor distribution progress.

Achievements:

1. Reduced pilgrim waiting time by 15% through process improvements.

Sales Representative (B2B Services & Contracts) | Engineering Consulting Office, Medina Full-time

Jan 2012 – Oct 2019

Responsibilities:

- Followed up with clients to ensure timely payments and contract renewals.
- Conducted client visits, negotiated deals, and closed contracts successfully.
- Prepared sales and financial reports to monitor revenue and performance.

Achievements:

- Achieved 15–25% above sales and collection targets.
- Increased customer base by 30+ clients, ensuring consistent cash flow.

Professional Development:

Courses:

Customer Service for Sales Employees | Human Resources
Development Fund – Sep 2024

Cloud Computing Practitioner – AWS | Saudi Digital
Academy – Feb 2024

Fundamentals of Artificial Intelligence | Saudi Data & AI
Authority (SDAIA) – Sep 2025

Professional Certifications:

Certified Data Engineer – Amazon Web
Services (AWS) | Communications and
Information Technology Authority – Jan
2025

Skills:

Professional Skills:

Customer Relationship Management & Negotiation
Sales & Deal Closing

Technical Skills:

Tech & Digital Sales (SaaS, Cloud)
Excel Reporting & Data Tracking
CRM Systems & Odoo (Quick Learner)

Soft Skills:

Communication & Teamwork
Time Management & Adaptability
Fast Learning

Languages:

Arabic, Native
English, Intermediate