

Mohammad Fakhri Hindawi

Sales Administrator

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Position Objective

I would welcome the opportunity to join your team, where I would utilize my skills and develop to my fullest potentials to fulfill my ambition in becoming more professional and to meet the management's expectations, I will be glad to supply you with any further information you may need.

Personal Information

Birth Date and Place	1979, Jeddah, Saudi Arabia
Current Address	Jeddah, Saudi Arabia
Religion	Islam
Marital Status	Married
Nationality	Jordanian
Driving License	Available

Academic Qualification

Bachelor of Business Administration (BBA), Marketing Division, 2011, Al Quds Open University (QOU)

Languages

Arabic	Native language
English	Reading, Writing, Listening, Speaking (Good)

Sales Experience (23 Years)

Sales Administrator (2024 – Present), Full Time

at Etab International Trading Co. Jeddah, Saudi Arabia.

SnapexGroup specializes in importing, trading and distributing building products, focusing on exclusive European brands of ceramics, mixers and sanitary ware such as (**BagnoDesign**. Bongio. Nobili. Vola. Galassia .Jee-o. Axent. Ideagroup)

Sales Administrator (2020 – 2024), Full Time

at AJYAL AL RAEDAH CO., Jeddah, Saudi Arabia.

Agents for ceramics (India, Spain, China, and Saudi Arabia) wholesale and retail.

Sales Executive (2009- 2019), Full Time

at ALSHAYA TRADING CO. Jeddah, Saudi Arabia.

Specialized company for importing, trading, and distribution of materials, coatings, and construction products, focused on exclusive brands of Arab and foreign ceramics, mixers, sanitary items, and cookware in Saudi Arabia and the Middle East region.

Alshaya have a strong emphasis on high-end products and prestigious brands such as Hansgrohe, Duravit, Globo, KEUCO, IMOLA, and ABK.

Our mission was to provide top-quality products and exceptional service to our clients, ensuring their satisfaction and loyalty.

Sales Executive (2001- 2008), Full Time

at Manarat Al Andalos Co., Jeddah, Saudi Arabia.

Specializing Company for ceramic tiles, Sanitary Equipment, and the exclusive brands of Arab and foreign ceramics. functioned as the agent for renowned brands such as Porcelanosa group, VENIS, Gamadecor, Systempool, Noken, Navarti, Saloni, R.c.c and Mimas from Spain.

Tasks Assigned

Completion of Sales Operations.

- Proactively engage with clients and attract new customers through a consistent market presence and ongoing communication.
- Payment Collection and Debt Follow-up.

Skills And Advantages

- Strong Communication Skills
- Proficient in Computer Skills
- Willingness to Travel Abroad
- Capacity to Thrive Under Pressure
- Quick Learning Ability
- Sociable, Faithful, Positive thinking and Diligent
- Strong Collaborator
- Non-Smoker

Experience

I bring experience in the sales of premium porcelain tiles and sanitary ware, coupled with proficiency in utilizing PorsaCAD (software for design purposes), as provided by Porcelanosa. Throughout my career, I have successfully completed numerous projects, delivering high-quality designs that meet and exceed client expectations.

Thanks & Best Regards

Mohammad Hindawi

February 2025