

Banan K Almuteir

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Summary

As an accomplished business development executive, I have a proven track record in driving growth and building strong client relationships. My expertise lies in organizing and attending events, preparing and developing client relationships, and managing bids and projects, particularly within government entities.

I have successfully worked with prestigious organizations such as the Diriyah Gate , Qiddiya, ROSHN, SAMI, Red Sea Global, Riyadh Development Authority, and the Royal Commission for AlUla. My diverse experience in these significant projects has equipped me with a robust understanding of the industry and the ability to deliver exceptional results. Skills

1 Management, Leadership and Supervision | 2 Public Speaking | 3Public Relations | 4 Interpretations | 5 Microsoft Excel | 6 Communications | 7 Problem Solving | 8 Decisions Making | 9 Customer Service skills |10 Customer Training | 11 Supplier Relationship

Experience

360 Soutions,Riyadh **Senior Sales Manager , 05/01/2025** **Sales Strategy & Execution**

- Developed and implemented strategic sales plans to achieve revenue targets and business growth.
- Executed monthly and annual sales plans aligned with company objectives.
- Analyzed sales data and market trends to deliver actionable insights and regular reports to senior management.

Team Leadership

- Led and managed a team of sales representatives, ensuring high performance and consistent achievement of KPIs.
- Trained, mentored, and evaluated team members to boost productivity and skill development.
- Oversaw daily sales operations, ensuring smooth processes and top-tier client service.

Client Relationship Management

- Built and maintained strong relationships with key clients to ensure customer satisfaction and long-term partnerships.

- Managed client interactions with a focus on retention, loyalty, and upselling opportunities.
- Provided post-sales support to strengthen client satisfaction and encourage repeat business

Market Development & Lead Generation

- Identified new business opportunities and expanded the company's presence in target markets.
- Conducted market research and field visits to grow the customer base and discover potential leads.
- Maintained and utilized CRM systems and platforms like Etimad to streamline sales processes and client tracking.

Deal Closing & Negotiation

- Negotiated and closed high-value deals, directly contributing to revenue and profitability.
- Handled commercial terms professionally to ensure mutual benefit for the company and clients.

Sales & Marketing Alignment

- Collaborated with the marketing department to ensure alignment between sales campaigns and promotional strategies.
- Supported shared goals across teams to maximize market impact and sales effectiveness.

GEO Global engineering Consultants, Riyadh Business Development, 06/03/2023

- Opportunity Identification: Research new markets and business opportunities.
- Strategic Relationships: Build and maintain partnerships with key stakeholders.
- Lead Generation: Attract and qualify new clients through multiple channels.
- Proposal & Negotiation: Develop proposals and close deals effectively.
- Market Expansion: Grow presence in existing and new markets.
- Learning & Innovation: Stay updated on trends and best practices.
- Problem Solving: Address challenges in business development.
- Customer Service: Ensure client satisfaction and loyalty.
- Event & Gift Planning: Organize events and client gifts to strengthen relationships.
- Project Sourcing: Identify and assess new project opportunities.
- Government Registration: Register on platforms for Diriyah Gate, Roshn, Qiddiya, and Red Sea projects.

Health integration company, Riyadh

Quality Management, 12/12/2021-01/01/2023

- Quality Management: Oversee and ensure the quality management processes within the organization.
- Management of the quality of materials and the service provided: Monitor and maintain the quality standards for materials and services delivered by the company.
- Reaching total customer satisfaction: Strive to achieve complete customer satisfaction through continuous improvement and quality assurance.
- Managing a department of 15 employees: Lead and supervise a team of 15 employees, ensuring effective collaboration and productivity.
- Solving problems and taking necessary measures: Identify issues, develop solutions, and implement necessary actions to resolve problems efficiently.

Abdul mahdi plastic company, Riyadh

HR & Onboarding Manager, 09/07/2019-30/11/2021

- Designed and managed onboarding programs ensuring smooth integration of new hires.
- Coordinated recruitment cycle: sourcing, screening, interviewing, and hiring.
- Delivered orientation sessions and developed training materials for employees.
- Handled employee relations, performance management, and conflict resolution.
- Ensured compliance with HR policies, labor laws, and organizational standards.
- Supported payroll, compensation, and benefits administration.

Education

Bachelors of degree in general physics, Graduation Year (04/05/2021), Prince Sattam bin Abdullaziz University , Al-kharj

Courses

Development of Creative and Innovative Imagination Year (21/08/2023), HADAF, Riyadh

The future of the labor market and success skills Year (09/09/2023), MISK , Riyadh

Masterclass on Customer Acquisition 27/11/2023 MISK , Riyadh

Masterclass on Business Models 27/11/2023 MISK ,Riyadh

Masterclass on product Management 28//11/2023 MISK ,Riyadh

Volunteer Experience

Ministry of Health Covid-19 Vaccination Center , 6 months, Al-kharj

I managed a section of 70 students.

I achieved 80% success in the management of the center.

The center has been evaluated at the third level on Saudi Arabia.

Volunteering has developed my skills very highly.

Languages

Arabic / Native

English / Proficient