

# AbdulBasit Tahir

Account Manager (Sales)



+966540989041



addy\_me\_1990@hotmail.com

## CAREER OBJECTIVE

As an Account Manager with several years of experience in sales and client management, I have successfully built and maintained strong relationships with clients while consistently achieving sales targets. I have a proven track record of delivering exceptional customer service and implementing effective sales strategies. My skills include excellent communication and presentation abilities, creative problem-solving, and the ability to multitask and manage time effectively. I am highly motivated and proactive, always seeking opportunities to exceed expectations and drive business growth. I am confident in my ability to contribute to the success of any organization.

## EXPERIENCE

01.2022 - present

### **Morgan International**

Account Manager (Sales)

- Successfully manage a portfolio of corporate clients, exceeding sales targets and achieving high customer satisfaction.
- Develop and execute account strategies to drive new business development and increase revenue.
- Identify and pursue new business opportunities, resulting in the acquisition of key accounts.
- Strengthen client relationships through regular meetings & communication and proactive account management.
- Collaborate with cross-functional teams to deliver comprehensive solutions and meet client needs.
- Manage day-to-day client communication and ongoing relationships as it relates to current, new and upcoming projects.
- Interact with clients when requested, ensuring they are satisfied and all issues are resolved quickly and efficiently.
- Proactively remain connected to clients and the ever-changing market to access new search opportunities and ensure all viable clients are engaged on a regular and effective basis

#### **Additional**

- Led clients through the program selection process, leading to a substantial boost in enrollment rates and improved customer satisfaction.
- Aided clients in completing enrollment procedures to guarantee a smooth and effective experience.
- Supported potential students during the application process, delivering top-notch customer service.
- Cultivated strong connections with potential students and their families, offering tailored guidance throughout the admissions process.
- Ordering inventory from vendors and suppliers and securing shipment arrival times.
- Monitoring inventory levels and replenishing stock as necessary.
- Updating inventory count and maintaining inventory records to share with management.
- Conducting physical inventory counts and audits to ensure that inventory levels are accurate.

09.2015 - 12.2021

### **Morgan International**

Program Advisor - Sales

Advise and support clients in their decision-making process, helping them choose the right programs to meet their professional development goals. Provide information on program offerings, prerequisites, and career opportunities. Build relationships with clients and assist them throughout the enrollment process. Deliver exceptional customer service and ensure a positive experience for clients.

- Effectively navigated clients through program selection, leading to a boost in enrollment and enhanced customer satisfaction.
- Offered precise and current details on program options and career prospects.
- Collaborated with internal teams to address client requirements and resolve issues promptly.
- Oversaw program enrollment and communicated program prerequisites and advantages.
- Managed administrative responsibilities, such as maintaining student records and program documentation.

## EDUCATION

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- 05.2015

**University Of Greenwich**

BA(Hons) in Business Management

## CERTIFICATE

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- Diploma in Supply Chain Management - UniAthena
- Basics of Digital Marketing - UniAthena
- Client Management - Becker Professional Education
- Coaching employees - Becker Professional Education
- Creating effective presentations - Becker Professional
- Education Effective Business Communication - Becker Professional Education
- Leadership - Self & Team - Becker Professional Education
- Networking Skills - Becker Professional Education
- Introduction to Marketing - Alison
- Digital Marketing - DigiSkills.pk
- Graphic Designing - DigiSkills.pk

## SKILLS

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Account Management, Business Development, Negotiation, Sales Management, Customer Service, Admissions Counseling, Student Counseling, Enrollment Management,

## PERSONAL DETAILS

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- Visa Status – Iqama (Transferable)
- Driving License – Saudi driving license
- Marital status – Married