

ALI HASHIM ALAHMED

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CAREER OBJECTIVE

Highly Administrator and Sales skills capable of managing multiple priorities, solving problems, providing excellent customer service, effective negotiation and building client relationships, identifying customer needs, and delivering tailored solutions to ensure customer satisfaction and meet sales targets. Also, I have extensive experience in computer science and related software applications.

EXPERIENCES

Seller's Assistant *DAILY FOOD TRADING COMPANY*

Al-Khobar Dec 2016- Feb 2017

Managing and organizing employees' working hours and days off, keeping track of attendance, conducting inspections, submitting reports, assigning tasks, customer service, assisting with order delivery, and carrying out cashier duties.

Receptionist *SALIK RENT A CAR COMPANY*

Al-Ahsa Aug 2019- Aug 2023

comprehensive oversight of branch management, including sales, revenue generation, and policy enforcement, as well as improving branch sales through the cultivation of customer loyalty, preparing financial statements, conducting branch financial analysis, training new employees to achieve sales targets, and addressing customer complaints, resolving service issues and offering solutions to enhance service efficiency.

Sales Administrator *JAGUAR LAND ROVER*

Al-Khobar Jan 2024 – Present

Managed sales operations, including tracking sales orders and requirements, coordinating with various departments to ensure timely vehicle preparation and delivery. Handled data entry and updates in system, prepared sales and inventory reports. Oversaw dealing with email for communications, updates and reports. Provided support to the sales team, ensured customer service excellence, and supervised vehicle inspections. Managed and scheduled the use of demo vehicles for clients.

EDUCATION

Diploma Executive Secretary

Institute of Public Administration | Dammam 2015 - 2018

Bachelor Computer Science

Saudi Electronic University | Dammam 2021- present

SKILLS

- Time management and prioritization
- Building long-term client relationships
- Data analysis and report preparation
- Effective communication and teamwork
- Time management and attention to detail
- Negotiation and persuasion skills
- Sales strategies via phone and email
- Effective interaction with clients and suppliers
- Customer service and conflict resolution
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- LANGUAGES:
 - English
 - Arabic

Courses

- Jaguar Land Rover:
 - Welcome to JLR.
 - Foundations in Client Experience.
- Doroob:
 - Understand the management of staff in a retail store.
 - E-Commerce: Supply Chain.