Mohamad Bilal Hawaj

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Sales Manager | storekeeper | Market analysis trainee | Marketing | Junior accountant

Summary

Experience in the field of sales for more than 5 years, and has good knowledge in managing sales teams for more than 2 years, warehouse management and organization, and accounting. I am looking for a full-time job in marketing, where, in addition to my knowledge and experience, I can utilize my skills. I am keen to climb the corporate ladder to reach my dream job.

Key Skills

Professional seller Team manager Technology expert Information management Copywriting Create offers Good communicator and Presenter Stress Management Quick learning Al Ameen soft Microsoft Offic

Professional Experience

Organization: Golden Zone Mobile Phone - Sharjah

Position: Sales Representative **Period:** 01/01/2024 until 30/4/2024. Job responsibilities:

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Achieve agreed upon sales targets and outcomes within schedule.
- Coordinate sales effort with team members.

Organization: Nabil Nafisa sweets - Dubai, UAE

Position: Cashier **Period:** 1/08/2023 until 31/12/2023

Job responsibilities

- Entering purchase and sale invoices, payment and receipt vouchers, and entering new material cards.
- Preparing offers and exchanging stamps and coupons.
- Resolving customer complaints, guiding them and providing relevant information.
- Full coordination between the sales department, kitchen and factory.
- Manage the order delivery team to ensure orders arrive on time and no time is wasted.
- Managing the branch, which consists of 24 employees, during the absence of the branch manager.

Organization: Step Team – Syria

Position: Managing Director (Own Business) **Period:** 10/08/2020 until 20/07/2023 **Job responsibilities**

- Structuring a communication system that provides quick access to changes in prices, inventory, and decisions, thus saving 75% of their speed in the traditional method.
- Leveraged available resources and worked creatively with limited infrastructure.
- Envisioned long-term business strategy based on market-research and field data.
- Partnering with the management team to improve operations and reduce costs, resulting in significantly increased profits.
- Establishing clear financial and business management controls, which led to the creation and leadership of a

successful business culture focused on performance.

• Directing the daily work of 16 employees and motivating teams to reach goals.

Organization: Ghuneim and Gharibeh Co. – Syria

Position: I started as a cashier, then a sales employee, then a wholesale sales hall manager, then a manager of 6 warehouses and the main accounting office,

Period: 12/02/2018 -5/08/2020 Job Responsibilities

- Coordination with the marketing and sales elements of the company.
- Controlling the receipt of goods to be sold, arranging them inside the sales halls and warehouse, and representing the company in exhibitions.
- Follow up with customers inside sales halls and follow the best methods of marketing and selling goods.
- Make sales offers and send them via social media.
- Revised and implemented company procedures to enhance showroom security, inventory control and loss prevention.
- restructured communication flow among 10 departments and cut down paperwork by 75%.

Certifications

Attend the Global Knowledge Summit 2023, 3 days, December 2023. Attend Basics of professional selling, 72 hours, January 2023. ICDL, 40 hours, January 2023. An initial course in civil defense, 30 hours, January 2023. The latest marketing and public relations methods, 14 hours, December 2022. Al Amin program for stores and warehouses, 100 hours, April 2020. Technical diploma in statics, specialization in applied statics, 2 years, July 2017. SPSS program, 30 hours, February 2017. Vocational Training certificate VT course titled Mobile Maintenance. Surian Arab

Vocational Training certificate VT course titled Mobile Maintenance, Syrian Arab Red Crescent, 100 hours, May 2016. Commercial secondary school certificate, at a rate of 71%, Jun 2015.

Projects

Graduation project: The impact of the internet on society and its impact on family relations in Syria 2017.

Personal Information

Driving License: Syrian Driving License. **Visa Status:** Employment (Transferable)

Education

• Bachelor of Commerce

(Accounting), 2018.
Faculty of Economics - Damascus-Syria - Fourth Year.
Diploma: Applied Statistics, 2016 – 2017

Statistical Technical Institute - Damascus-Syria - first Graduate Student.

Language known

Arabic –Native English – Good

All References Are Available upon Request