



PROFILE

- AGE : 26
- Date of birth: 1997/5/06
- Nationality: Sudanese
- Language spoken: Arabic and English
- Marital Status : Single
- Religion: Islam

CONTACT

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EDUCATION

British Educational
Institutes / Sudan 2014
Baccalaureate Computer Science
Management Software
(Windows, Office & Email)
Karary University, Sudan
2018

BASIC SKILLS

High self-motivated and goal oriented in pursuing a long term career, have a strong work ethic and a willingness to work hard to achieve the employer's goals.

He is proven to learn quickly and apply new technologies, has good customer service skills capable of working under time pressure, highly organized, efficient, with telephone etiquette, ability to prepare and maintain correspondence, files, reports and statistical information, self-correspondent skills, computer knowledge, MS Office , with excellent communication accounting knowledge (written and oral).

MOHAMMED KHAIR KHALID

WORK EXPERIENCE

NOORAS ALMADINA MARKETING MANAGEMENT Customer Service

10/10/2023–26/02/2024

- Manage large amounts of incoming phone calls
- Generate sales leads
- Identify and assess customers' needs to achieve satisfaction
- Build sustainable relationships and trust with customer accounts through open and interactive communication
- Provide accurate, valid and complete information by using the right methods/tools
- Meet personal/customer service team sales targets and call handling quotas
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
- Keep records of customer interactions, process customer accounts and file documents
- Follow communication procedures, guidelines and policies
- Take the extra mile to engage customers

Sales & Purchasing

Officer **cosmetics Abu Sayyaf**, Sudan,

2020-2023,

- Design, create and implement sales and marketing strategies.
- Develop marketing strategies to grow the customer base and increase revenue.
- Create and maintain good relationships with customers.
- Achieve revenue targets.
- Search for potential sellers
- Comparison and evaluation of offers from suppliers
- Negotiate the terms of the contract agreement and pricing
- Track orders and ensure timely delivery
- Review the quality of purchased products
- Enter order details (suppliers, quantities, prices) in internal databases
- Keep up-to-date records of purchased products, delivery information, and invoices
- Reporting on procurement, including cost analytics
- Monitor inventory levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage.

Accounting **Cosmetics Abu Sayyaf Sudan 2018-2020**

- Make reports and just a cash hand and customers daily, weekly and monthly
- Responsible for keeping cash and cheques in the safety deposit box and posting all post-dated cheques in the system
- Deposit and withdraw funds from their various accounts, transfer them if necessary and pay their outstanding payments if any.
- Monitor and receive documents and send faxes in different companies
- Receiving calls from different companies and transferring them to a specific person