

# Mohammed mahadi Fadol bedri

Abu Dhabi  
0505137324 • Moha.mahadi87@gmail.com



## Objective

---

I would Like To Intend To Build A career With A leading Corporate Of hi-tech Environment With Committed And Dedicated People. Which Will Help Me Explore Myself And Realize My Potential. I am Willing To Work As A key Player In A challenging And Creative Environment.

## Work Experience

---

**Project Coordinator**  
NUBSKEED BUSINESS  
COMPANY LIMITED

Dec 2019 till Sep 20

- managing the production of the required deliverables. planning and monitoring the project. adopting any delegation and use of project assurance roles within agreed reporting structures. preparing and maintaining project, stage and exception plans as required.

**Project Coordinator**  
Pan Africa maren co

July 2017 till Sep 2019

- In charge of the communication with all the related departments in the head office, principles and line manager.
- Work closely with planning projects and preparing documents
- Prepare financial and progress reports and communicate information about these to relevant staff
- Communicate requirements to relevant departments and employees to keep progress on track
- Prepared and led meeting between departments.
- Created monthly progress reports and communicated results to appropriate staff
- Performed general office support and administrative tasks as requested, including answering and directing phone calls
- Resolved issues and disputes involving all employees and reported to HR manager.
- Researched vendors for pricing, equipment availability and staffing.

**Sales officer**  
**Hyundai – Sudan**

Oct 2016 till Apr 2017

- Ordered and managed stock; stocked shelves
- Served and assisted customers on checkouts

- Answered the phone and helped with queries/complaints, remaining professional at all times
- Helped train new members of staff • Takes a supervisory role on a day-to-day basis, in a fast-paced retail environment
- Achieves personal sales targets
- Creates a welcoming environment and provides excellent customer service including learning about products

## **Senior sales assistant**

Feb 11. 2014 till Feb 10 . 2016

**Liwa trading  
enterprises- UAE**

- Providing the highest level of customer service
- Monitoring store KPIs and sales performance and create action plans with corrective actions in order to drive sales results.
- Shipment receiving, transferring stock, conducting annual stock counts as per company's Standard Operating Procedures;
- Handling the store cash; ensuring efficient and timely transactions;
- Ensuring compelling window and in store visual display as per the guidelines and VM Plano gram sent by the VM Manager.
- In charge of the communication with all the related departments in the head office, principles and line manager.
- Dealing with customer issues and ensuring prompt resolution.
- Following up with the related department for all store maintenance issues.
- Staff coaching and development/Staff Motivation.

## **References**

---

- Vera Tsolaridou
- Area Manager, GANT, LEE, FLORSHEIM, CHAPS, OLYMP-Liwa Trading Enterprises
- Mobile: 0097156-6853967
- Ms Mihad ramly
- Business development manager
- MOB:00249912947556
- NUBSKEED BUSINESS COMPANY

## **Education**

---

### **B.Sc**

Sudan University for science and technology

- Specialized in plastic engineer

# Behavioral qualities

---

- Commitment to the organization
- Leadership
- Coaching and developing
- Managing & accountability
- Team work & cooperation
- Customer focus
- Commitment to the organization
- Leadership Coaching and developing
- Managing & accountability
- Team work & cooperation
- Customer focus
- Performance excellence