

DOAA KHAIR

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Motivated sales professional with history of taking on leadership roles in competitive environment. Skilled networker offering interpersonal and communication skills seeking to build upon acquired skills and exceed sales quotas in challenging new position.

EXPERIENCE

04/2019-CURRENT

SALES ADMINISTRATOR, ADRIAN CO. LTD

ADRIAN is a major PETRONAS distributor, processed orders via email and phone, contacted clients to obtain missing information or answering queries, responsible of the logistic department, maintained and updated sales and customers' records, developed monthly sales reports, ensured sales targets are met and reported any deviation, restructured marketing ideas to increase sales leads.

04/2017 – 09/2018

SALES REPRESENTATIVE, BIOMEDICA FOR MEDICAL EQUIPMENT

Developed new business by networking with valuable customers. Submitted and tracked orders. Interacted with problematic accounts, helping to build lasting rapport and boosting revenue opportunities. Managed business development initiatives by developing impactful customer relationships and executing benefit-oriented presentations to increase revenue.

10/2015 – 11/2016

BIOMEDICAL ENGINEER/NATIONAL SERVICE, ACADEMY CHARITY TEACHING HOSPITAL

Monitored the hospital devices
Made reports about the devices

EDUCATION

DECEMBER 2018

MBA, UNIVERSITY OF MEDICAL SCIENCES AND TECHNOLOGY

Marketing specialization
GPA:3.83/4

JULY 2015

BACHELOR'S DEGREE, UNIVERSITY OF MEDICAL SCIENCES AND TECHNOLOGY

Biomedical engineering /bioinformatics specialization
Graduated with [4.48/5] GPA
Thesis: voice controlled wheelchair

SKILLS

Computer skills: C++, MATLAB , Microsoft office

- Languages: excellent written and verbal in both Arabic and English

Client service

Teamwork and collaboration

Interpersonal communication skills