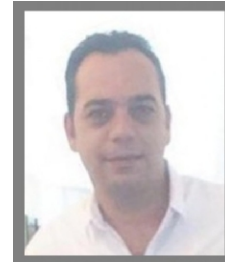


Personal Profile:

- Name M. Abbad Al-Sabbh
- LANGUAGES English & Arabic
- Nationality Syrian Arab
- Marital Status Married with 2 children
- Date Of Birth 01 Jan. 1979
- Drivers Licence Fully endorsed
- Visa Status Resident visa
- Mobile +971 58 618 7602
- Email abbadalsaba@gmail.com



Education:

- Graduations: Of high school

Career Development:

Attended and successfully completed the following development courses;

- Microsoft Excel, Word. Power Point.
- Training of AEG Germany
- Training Of Spit France

Objective:

Wish to ensure optimum utilization of time & resources in the Area of sales, General Administration, Customer Service.

Brief Profile:

- Supervision and following of all constructions and factories, dealing with the company sales team and the needs, of the existing adequate materials, convenient for different type of cases in site, or for the fabrication.
- Day to day complete administration support & managing the entire office with consistent experience.
- Maintaining comprehensive equipment files.
- Preparing, compiling and follow up on weekly / monthly reports.
- Data base management.
- Supervision of receiving, storage, dispatch of material, logistics, inventory and stock control.

Abilities:

- Technical Knowledge of each product and tools (heavy & light), and ability to convince the customer to buy and to specify the material for the whole projects.
- Organize meetings with clients & consultants to present and introduce the products to them specifications book.
- Excellent communication skills.
- Flexible attitude towards working hours
- Ability to work within a pressured environment
- Team player, extremely articulate, confident and professional
- Increased sales by 15% to 30%
- Responsible for implementing new quality assurance standards
- Trained new staff through induction program, included sales techniques and effective customer relations
- Organizing conference on marketing products
- Established network of for training initiatives within the local community
- Responsible for the company achieving Investors in People award

Work Experiences:

- **UNIMAR TRADING CO. (MIMAR GROUP) / Abu Dhabi Branch (From 2000 to 2003)**
I worked as Sales executive (sales & technical) Duration: 2000 to Jan -2003
Joint responsibility, for all Sales of Building Materials (Power tools-Chemicals, Waterproofing System, Fixing System, Dry Fixing System and False Ceiling).
- **ISAM KABANI TRADING (UNITCH) / Dubai (From 2003 to 2006)**
I worked as Sales Manager (sales & technical) Duration: 2003 to Jan -2006
Joint responsibility, for all Sales of Building Materials (Power tools-Chemicals, Fixing System, Dry Fixing System and Cable Tray), Undertaken responsibility for all on-site engineering work.
- **NEAR EAST TRADING CO. / Damascus -Syria (From 2006 to 2010)**
I worked as Sales Manager, duration: 2006 to Jan -2010
Joint responsibility, for all marketing and developing business at the company, Undertaken responsibility for all Syria for our products (Building Materials, Finishing Materials and Sanitary Fixtures - **BERNETTO IC VE DIS TIC. LTD.**).
- **GULF HOLDING GROUP./ Sharjah (From 2010 to 2012)**
Sales Manager Joint responsibility for all business developing division Joint supply of corian Marble.

- **ALRAND TECHECAL WORKS L.L.C / Dubai (From 2013 to 2018)**

I worked as sales manager Duration : 2013 to MAR 2018

Joint A subcontractor for the supply and installation of ceramic , Certified by all mine contractors and dealt with all contractors in the UAE directly.

- **BFA Building Materials / Dubai (From 2018 until now)**

I worked as sales manager Duration : From MAR 2018 until now

Joint supply of False Ceiling and ceramic , Certified by all mine contractors and dealt with all contractors in the UAE directly.