

SABA RASHID AL-GBURIIRAQ ■BAGHDAD ■MOB: 00964-7707746154 ■SABAGBURI90@GMAIL.COM

PERSONAL STATEMENT

A dynamic, creative and innovative sales manager who has a long track record of successfully managing and growing accounts, as well as achieving sales targets. A proven 'Closer' with a history of developing new business pipelines and delivering quota smashing sales results. Saba is fiercely competitive in her approach to winning business, and can Manage accounts from a strategic and tactical perspective. She is persistent in her drive for improvement, and can plan and organize account workloads whilst still being flexible enough to priorities tasks. Right now she is looking to further her career by using her drive and determination to succeed in a multi-faceted role with a company that has exceptional growth potential.

AREAS OF EXPERTISE**MANAGERIAL**

- Analytical thinker with advanced skills in data analysis.
- Ability to influence cross-functional teams without using formal authority.
- Sales management experience
- High level of problem solving skills.
- Consistent approach to all tasks.
- Experience in organizing and managing exhibitions, conferences and forums.

SALES

- Previous success in delivering sales growth.
- Ability to build relationships with key customers, sales agents, a partners.
- Recognizing viable business opportunities.
- Market/product knowledge and awareness of competitors.
- A strong, confident negotiator, sympathetic to a customer's needs w time able to support the business goals of a company.
- Knowledge of merchandising techniques and methods for specialized and/or technical products.
- Knowledge of product selection and purchasing practices.
- Knowledge of supervisory practices and principles.
- Skill in dealing with the public; knowledge of and proven ability to apply customer service techniques.
- Skill in preparing and analyzing complex technical specifications.

Education;

B. A in Information and communication Engineering, University of Baghdad, College of al-Khwarizmi, Department of Information and communication Engineering, City: Baghdad
– Country: Iraq , Year of Graduation: 2011-2012

Language Skills;

- ☐ English Choose: Good
- ☐ Arabic Choose: Fluent

Taken Courses / Workshops;

- Project Management Professional (PMP) , Held by (Samalfager) for the period of(11 April 2015 – 9 May 2015) , Baghdad.
- Microsoft windows server 2012 (New Horizons Learning Center)

*I have of all the document of participation in these courses.

Computer Skills;

- Installing and configuration of Microsoft Windows server 2012 R2.
- Installing and configuration of Microsoft SQL 2012.
- Installing and configuration and maintain windows client.
- Working on MS products.

Certifications

- MCSA certification on windows server 2012.
- SQL server 2012 Database Administration.
- MCSA certification on windows 8.1
- Microsoft Sales Specialist.
- Cisco Sales Specialist.
- **Project Management Professional (PMP) Participation certification**

History of Employment:

1- Sales/ sales Engineer

New Vision Company

W ebsite: www.newvision-iq.com/

Duration: From (April 2013) to (October 2013)

2- Sales Project coordinator

New Vision Company

W ebsite: www.newvision-iq.com/

Duration: From (October 2013) to (December 2015)

3- Sales and Account coordinator

HulumTelecom Company

Website: [www .Hulumtele.com](http://www.Hulumtele.com)

Duration: From (January 2106) to (present)

Duties and Responsibilities

- Implements performance management, coaches and develops the team to improve performance;
- Allocates resources to optimize seasonal and promotional peaks;
- Manages day to day operations of the Sales team to ensure the achievement of key targets;
- Sets and monitors individual and team performance against agreed new and used vehicle sales and profitability targets, supports and motivates team members to achieve targets;
- Ensures the Sales teams have full knowledge and understanding of product, promotional and marketing activities;
- Ensures team display all advertising and point of sale literature as directed by the manufacturer;
- Works with Sales Executives to approve part exchanges and purchases of used cars;
- Sanctions and manages any paint or repair work on part exchanges/used cars or prep aration work on new cars, ensuring all vehicles meet the correct standards for sale or display;
- Reviews CLP results and produces action plan to achieve targets;
- Manages all car stock, new and used, ensures profit is maximized and achieves an acceptable return on stock investment
- Maintains the agreed annual rate of stock turnover, linking stock levels and availability to sales levels
- Measures departmental sales performance, credit and finance commission, outstanding debtor information weekly and takes the appropriate action to ensure targets are being met
- Reviews pricing policy, discounts and trade-in dealing to ensure profitability level is maintained;
- All conversations and with the vendors around the world.
- All negotiations with the costumers inside Iraq.
- Responsible of prepare all the technical Proposal related to Projects.
- Provided supervision to all members of our sales team.
- Evaluating and recruiting new people for the firm.
- Coordinates the activities of subordinates.
- Informs and assists customers regarding technical and specialized merchandise; demonstrates use upon request.
- Identifies need for materials and merchandise; identifies criteria and selects vendor to procure specific merchandise meeting identified criteria, such as price, quality, quantity, and delivery date, and places orders.
- Coordinates activities with Purchasing, as required to meet unit and University needs, Arizona Board of Regents policies, and state and federal statutes.
- Plans special promotions; coordinates advertising, procurement of specialized merchandise, staff scheduling, and event marketing.
- Interviews vendor representatives to develop new sources of technical supplies, securing favorable terms for the University.
- Totals prices and tax on merchandise selected; calculates discounts when appropriate.

4- Trainer

New Horizon Learning Center

Website: www.newhorizons .com

Duration: From (October 2014) to (December 2014)

- Working as Trainer in **New Horizons learning center** in Baghdad on (Microsoft Operating systems)).

Personal Info:

Name: Saba Rashid Hassan

Place & date of birth: 20th Oct. 1990

Nationality: Iraqi.

Ethnicity: Arabic

Gender: Female

Marital Status: Married

