

PERSONAL INFORMATION:

Name: BASEL MSALLATI
Date of Birth: 1st of January 1992
Gender: Male
Nationality: Syrian
Marital Status: Single
Languages: English (US), Arabic.

ADDRESS:
Erbil-Iraq
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VISION:

To be part of an organization, wherein I can contribute effectively to its growth and also enhance my current capabilities also to utilize my experience, conceptualization and management skills for growth and better prospects of the company as well as if given an opportunity can make a significant contribution to the success of the organization.

EDUCATION AND ACADEMIC QUALIFICATION:

YEAR: 2011- 2012

Diploma of topography Engineering Department of Surveying from the University of Aleppo.

YEAR: 2012- 2016

license of the Faculty of Economics Department of Finance and Banking science from the University of Aleppo

YEAR: 2008

High School –BASSAM Al Omar High School.
Syria, Aleppo.

SKILLS:

- Quick Grasping and Learning Power.
- Dedicated, Focused and Extremely Hardworking.
- Good standard of written and verbal communication.
- Confidentiality, Planning and organizing.
- Time management, Interpersonal skills, Initiative, Reliability and Stress tolerance.
- Ability to identify, priorities, complete and delegate tasks appropriately to meet deadlines.
- Ability to function as a key player in a team, providing and following leadership where required.
- Ability to effectively and efficiently implement the organization's administration and management requirements.
- Ability to work well under pressure.

COMPUTER SKILLS

- Very good knowledge in utilizing Microsoft Office software MS Word, Excel, Access, , , Outlook ... etc.

- Internet- Expert, English typing, email systems.
- Very good Expert in using Auto Cad and Design Programs

PARTICIPATIONS AND CERTIFICATIONS

- Sales Man in ALMADAR Chemical Complex in SYRIA.
2009 – 2010
- Training Period in the Syrian Lebanese Company as trainer in SYRIA.
2010 – 2011
- Sales Man in MSALLATI GROUP in SYRIA.
2011 – 2016
- storekeeper in HEMEN GROUP for general contracting in Erbil-Iraq
2017-2018

EXPERIENCE AND DURATION

- Obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets, clients, projects and other trade factors.
- Monitor and report on activities and provide relevant management information.
- Generate quotations in response to sales inquiries.
- Explaining all the technical information of the products as well as communicating the mode of use of all the products in the most professional and efficient way.
- Attend training and to develop relevant knowledge and skills.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Maintain relationship with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Coordinate with Sales Staff for handling clients.
- Report quality complaints and customer satisfaction reports to the Management.
- Build relationship with current customers, resolve complaints & service issues to customer satisfaction and in line with organizational policies.
- Prepare and communicate weekly Plans.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.

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