# ***Curriculum Vitae***

## ***Objective***

* Seeking a challenging and rewarding career that utilizes to achieve mutual ultimate goals and career advancement.
* I can maintain the marketing systems, working under high pressure, building and developing
* A managerial skills and a good experience of controlling Employees and workers.

### ***Personal Details***

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| Name | : | Mutasem mohammed Awawdeh |
| Nationality | : | Jordanian |
| Place & Date of Birth | : | Jordan -1981 |
| E-mail | : | Mutasem\_awawdeh@yahoo.com |
| Marital Status | : | Married |
| Mobile | : | +962782910168 |

#### ***Educational Background***

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| Year | Degree | University |
| 2005 | **B.A of Marketing.** | **Irbid National University, ( 2005)Irbid/Jordan.** |
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#### ***Working Experience***

**2013 till 2018**

* **unit coordinator in Cigalah Group (staff management)**

**Responsibilities:**

* Provide technical leadership and oversight of the sales team to ensure compatibility with the plan.
* Developing the Management Improvement Planning process and providing the technical support to the staff to carry-out the sales.
* Assume the day-to-day management of the team.
* Provide input to the management for development of the monthly reports and annual work plan.
* Manage the sales staff as the area and as the classification.
* Day to day follow of performance of the wholesale , key account , supermarket and van salesmen about (target , coverage , productivity , distribution)
* Ensure the capacity building of the salesmen to handle the objections and follow up the steps of the visit and their skills.
* Prepare progress report to the senior management.
* Build and maintain positive, productive relationships with chain operations.
* Ensure the personnel to increase distribution points, execute market-wide and targeted Promotional activities, improve customer relations, and problem resolution.
* Trained the team in the communication skills to face the objections and the

Challenges in the market.

* On Job training to the team during the sight visit
* Follow up with the team the targets and give them feedbacks to avoid missing the deadlines.
* Certificate for positive contribution during 2015
* Winner certificate for successful achievement 2014

**2010 till 2013**

**Key account team leader in the International Expert company for trading**

**Responsibilities:**

* Assists in the development and implementation of marketing plans as needed.
* Provides timely feedback to senior management regarding performance.
* Maintains accurate records of all pricings, sales, and activity reports submitted by Account Executives.
* Signing all agreement , contract , and negotiation on the target , offers and discounts according to the senior management plan
* Ensure that all products are sold into all accounts, as appropriate, and that pricing
* Supervises Route Sales Representatives to ensure that they are providing
* Follow up the target , distribution , productivity , coverage and salesmen

**2007 till 2010**

**Sales Supervisor in Arabian trading supply**

**Responsibilities:**

* Studying the customers according to the invoices, location and space and find out the levels of the customers to put all the products or part of the products, and locate the refrigerator in the appropriate place.
* Increase the numbers of the lines distribution.
* Increase the numbers of assets (refrigerators) to develop the customers and achieve the target.
* Follow up the loading for the products in the vans.
* Write daily and monthly reports about the salesmen, product
* Follow up the target of salesmen and encourage them to increase it.
* Provide effective solution for problems that faced salesmen in the market.

**Sales man (2006 –2007)**

**Tazweed company for trading (communication service) (Umniah)**

**Responsibilities:**

* Cover the journey plan and sell all the communication items
* Open a new area to increase the sales and reach the target
* Increase the line distribution
* Build a good relation with the clients
* sell all the offers for all customers to make sure all the consumers have information about the offers

**Sales supervisor (2002 - 2004)**

**Al Safeer Company for communication service**

**Responsibilities:**

* sale and purchase account administration
* Supervising and following up the delegates
* Supply all cash to the bank and prepare a report for the owner
* Follow up of supply companies and offers in the market

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| ***Courses***   * Key account managements. * Merchandiser training | |
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#### ***Linguistic Ability***

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| Language | Degree of Proficiency |
| Arabic | Native |
| English | Good |

#### ***Skills***

* Communication skills.
* Coordination skills and team player.
* Inquisitive and learning attitude.

#### ***Others***

* A valid driving license.