

WAFAA MAZEI AL-MAZEI

OBJECTIVE

I am seeking a stable and positive atmosphere, which will motivate me to improve my skills. I enjoy management and supervision related tasks to grow the business and making a better reputation of the company where I work. I possess the ability to work independently and in-group situations alike. I pride myself on my enthusiasm to continually learn and grow as a professional.

EXPERIENCE

Business Development Specialist - Direct Influence Company - Riyadh, KSA

Jun 2022 – Present

- Attract new clients and do presentations to introduce our services
- Write daily reports for the CEO
- Preparing marketing strategies and plans for clients
- Developing client relationships and partnerships

Senior Corporate Sales Specialist B2B - Raseel Company - Riyadh, KSA

Feb 2022 – Jun 2022

- Ensuring that sales targets met.
- Organizing sales pipeline and find new leads.
- Planning and executing sales activities that will ensure sales growth objectives.
- Through my communication abilities able to properly demonstrate the features and benefits of Company instrumentation to customers.
- Arranging a demo session with a potential customer in order to convert them.
- Meet customer expectations (responsiveness, timeliness, etc.) and keep the relationship going.
- Forecasts, reports, marketing intelligence, and data are all available.
- Attend local and national exhibitions and meetings to represent the company.
- Get customers on board and keep the lines of communication open.
- Assists the team by completing tasks that related to the team's goals.

Project Manager – Digital Research Company

Dec 2018 – Feb 2022

- Creating policies and procedures for operation.
- Investigating and resolving customer complaints.
- Communicating with team leaders and supervisors in other cities on daily basis.
- Analyzing all aspects of the achievement and performance of the work team.
- Resolving problems concerning operations systems, troubleshooting, and repairing systems.
- Creating survey forms and discussion guides to guide teams in giving their best performance.

Team Leader – Digital Research Company

Mar 2018 – Dec 2018

- Providing leadership to on-site staff, sub-contractors, and other parties.
- Reviewing project progress to ensure that deadline met.
- Building a strong and high-motivated team that supports success.
- Working as part of the operations management team and acting as moderator for focus group and in-depth interview (IDI).
- Preparing accurate reports for the upper management and proofreading them before submitting them.
- Leading around 25 team members on completing the daily, monthly targets set by the management.
- Liaising with different management teams to ensure that the project design is accurate before work commences.
- Acting as the main point of communication between the main field and the office.

Field Supervisor – Digital Research Company

Jan 2017 – Mar 2018

- Handling a brief session on every project.
- Updating head of the department with daily, weekly, and monthly reports on workflow, productivity.
- Ordering and scheduling the delivery of all equipment needed for the project.
- Acting as the main point of communication between the main field and the office.

EDUCATION**PRINCE NORA UNIVERSITY – RIYADH, KSA**

Diploma of Administration Sciences - 2016

SKILLS & ABILITIES

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|-------------------------------|------------------------|
| • Leadership | • Report writing |
| • Big data analysis and audit | • Data modelling |
| • Survey programs | • Communication skills |
| • Time management | • Quality control |
| • Relationship management | • Decision making |
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