

Sameh Ibrahim Ibrahim

Sales Coordinator

work in sales with 10 years' experience and graduated in responsibilities until reaching management
Have sales management experience in different products
I am currently working in sales of designing and programming websites and mobile apps

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9-2-1982

Technical school graduate 1998



Sales Coordinator

From July 2020 until now

Awamer Alshabaka

development and digital marketing

Managing and tracking clients

Daily recording of clients' sales file

Review customer registration in Odoo

Managing customer transfers in the sales file

Manage task conversions in Odoo

Review and track marketing clients transferred from the Riyadh office

Recording of referred marketing agents in the sales file with the classification of customer orders *to provide a valid tool for the administrator's use

Follow the opening message in the communication channels and track the sales file *to provide a valid tool for the use of officials

Managing the sorting and classification of customers in the sales file

Daily update from Odoo of the sales file with the last date of follow-up with customers

Daily update from Odoo of the sales file, with follow-up delays, to clarify the situation for the administrator

Daily update from Odoo of the sales file with closed clients

Daily update from Odoo of the late follow-up sales file

Daily update from Odoo for customer sales file contract

Review and update the sales file for all open opportunities every day before work ends

Maintaining synchronization of the sales file with Odoo to provide a valid data for the use of administrators

Sales Department

From January 2015 to December 2020

Elryad company for Web Design

Al-Salil Web Company

Smart Vision for Web Design

Maintain positive working relationships to ensure future sales

Communicate with incoming sales leads, hold presentation meetings, make a quote, and even

follow up to close the deal

Follow up through CRM for projects and issues related to its clients

You rely on data and are comfortable working in data systems and CRM systems

Meet the daily, weekly and monthly KPIs in order to achieve the objectives provided

Highly enthusiastic and ambitious in achieving company goals

Foster an innovative, creative and dynamic startup position

Implementing the company's vision of sales goals

Open channels of communication with potential clients

Provide all the company products

Understand customer requirements

Strong contact with clients to complete any project

following up on payments in all its forms

Ending contracting and collection sessions and

Contribute to the annual sales plan

Preparing a technical analysis in proportion to each project

Preparing a price quote for each project

Follow up achievement

Follow-up team work

Good communication with all departments

Receive and manage all project modifications

Provide customer service

Interest in contact is preserved in the archives

Additional experiences

Project management Business Analysis SDLC

Planning Systems analysis and requirements identification Design and models Software development

Test Publishing Operations and maintenance

work extensions

Microsoft Office Email Whatsapp Live Chat phone erp system Odoo Whmcs Slack Trello