



# Naji Borhan Hoblos

Riyadh- Saudi Arabia

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## Objective

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

## Experience

### Wafi Gourmet in Riyadh

Sales Representative

2021 - 2023

Present, promote and sell products/services using solid arguments to existing and prospective customers  
Perform cost-benefit and needs analysis of existing/potential customers to meet their needs  
Establish, develop and maintain positive business and customer relationships  
Reach out to customer leads through cold calling  
Expedite the resolution of customer problems and complaints to maximize satisfaction  
Achieve agreed upon sales targets and outcomes within schedule  
Coordinate sales effort with team members and other departments  
Analyze the territory/market's potential, track sales and status reports  
Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.  
Keep abreast of best practices and promotional trends  
Continuously improve through feedback

### Sahyoun Construction Company

Foreman

2013 - 2018

Operate and promote safe working on site  
Implement Company requirements and legal regulations, paying specific attention to HSE legislation and quality  
Carry out and record site inspections  
Ensure all works are carried out in line with approved method statements  
Conduct and amend risk assessments and deliver toolbox talks/briefings  
Ensure site personnel have job relevant training requirements which is entered on site personnel training register  
Lead by example to others on site  
Ensure the completion of works on time and within budget  
Schedule, co-ordinate and supervise the daily activities of gangs/site operatives  
Share and pass on knowledge to teams  
Ensure gangs/site operatives complete all required documentation  
Ensure documentation is properly completed in line with Customer/Company requirements  
Track and document daily work productions  
Organise and monitor the work of subcontractors on site  
Equipment and materials management  
Order and manage hired/internal equipment on a daily basis Co-ordinate delivery/pick up of materials as required

### Eldorado

Clothing store sales associate

2012 - 2013

Exceeded customer purchase rates by 11% and average order size targets by 5% by assessing and meeting customer needs  
Collaborated with colleagues to monitor inventory and restock popular items as needed to ensure customers could access clothing in their size  
Maintained a positive, customer-first attitude to exceed satisfaction targets by 10%  
Recognized as Employee of the Month in August 2012 for exceptional sales performance and overall attitude

## Maa Zahab

Fragrance Sales associate

2011 - 2012

Greet customers as they enter the store and inquire into their fragrance requirements  
Provide accurate information on new perfume lines and their prices  
Assist in selecting perfumes by providing information on popular picks and complementary fragrances  
Offer free perfume samples to assist customers in deciding which fragrance to purchase  
Provide customers with information on special deals and discounts  
Utilize suggestive selling techniques to secure additional sales

Set up merchandise displays using perfume bottles, boxes, and testers according to company policies and procedures  
Complete regular stock counts, advising the Supervisor of any low stock counts

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## Education

### Qalamoun High School

- Grade 9- brevet certificate

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## Language

Arabic: Native

English: Fair