

Khalil Mohammad

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Summary

Results-driven professional with extensive experience in Business Development, Sales and Marketing, Human Resources, Project Management, and Procurement. Proven track record of driving revenue growth and market expansion through strategic planning and innovative marketing solutions. Exceptional interpersonal and leadership skills, adept at building and maintaining relationships with clients, vendors, and team members. Highly skilled in talent acquisition and development, optimizing HR processes to enhance employee engagement and productivity. Proficient in managing complex projects from inception to completion, ensuring alignment with organizational goals and budget constraints. Strong negotiation and procurement capabilities, delivering significant cost savings while maintaining quality standards. Committed to fostering a collaborative work environment and driving operational excellence across all disciplines.

Experience

Future Vision High Training Institute | Jubail **Sales & Marketing Executive | 07/2024 - Present**

- Wrote a monthly sales report, updated it daily.
- Created a sales pipeline for the Eastern Province.
- Proactively addressed potential sales issues.
- Developed a presentations and changeable sales methods based on the client needs.

Low bill Energy - Kingdom Tower Project | Riyadh **Project Manager | 01/2024 - 06/2024**

- Maintained a clean and safe work environment.
- Attended and chaired board meetings and executive committee meetings, leading to the adoption of an action plan by the board.
- Improved equipment maintenance and safety standards.
- Managed the work of 90 employees, increasing crew efficiency by 45%.
- Executed company policies, procedures, and safety standards to ensure the proper cleanliness and safety of the office and equipment.
- Implement and monitor PPM activities and plan.
- Follow up the efficiency of the CM activities.

[UNEC] United Engineering Construction | Riyadh **Purchaser - Procurement Officer | 09/2022 - 12/2023**

- Partisipate in the Procurement Process planning.
- Budgeting.
- Finding New vendors.
- Pricing Comparison.
- Cash Purchase.

Al Majal Al Arabi Group - Diriyah Project | Riyadh **Business Development - CAFM Operator | 06/2020 - 05/2022**

- KPI's Analysis and Reports.
- Support QA team.
- CAFM Operator.
- Support Finance and Admin Team.
- Handling all weekly and monthly Reports.
- Handling Monthly Meeting of KPI's and Goals.

Al Majal Al Arabi Group | Riyadh **Sales Representative | 04/2019 - 03/2020**

- Create Sales Plean based on the company growth plan.
- Finding new clients and new markets.
- Involved with the branding Plan creation.
- Create and prepare the technical and financial study.

Samir Odeh Group | Riyadh

Marketing and Customer Relations Specialist | 05/2016 - 04/2019

- Market research.
- Control the sales process.
- Follow up and assist sales representatives.
- Handle VIP Customers Accounts.
- Monitoring the sales rates and prepare sales monthly reports to Management.
- E- Marketing and Social Media.

Tamweelcom (Jordan Micro Credit Company) | Amman - Jordan

Senior Human Resources Generalist | 06/2014 - 12/2015

- Managed interviews, hiring paperwork, and onboarding for additional staff.
- Directed the implementation of new HR processes.
- Supervised the first full-time hire and ensured the successful transition of responsibilities.
- Create a new salary structure.
- review and rearrange all HR Policies.
- Backbone to the compensation & Benefits Unit.
- Backbone to the Training Unit.

Orthodox club Amman | Amman - Jordan

HR Assistant | 10/2011 - 05/2014

Skills

Customer service, Time management, Communication skills, Leadership, Microsoft excel, Documentation review, Analysis Skills, Sales Management, Market Research, Marketing Strategy, HR Sourcing, Hr Policies & Procedures, Vendor Relationships, Client Relations, Project Management, Procurement, Reporting, Presentation Skills, Training & Development, Employee Evaluation, Employee Orientation, Employee Relations, Benefits Administration, Interviewing

Education

The Arab University for Banking and Financial Sciences | Amman - Jordan

Accounting | 09/2011

Bachelor's degree

Certificates

Diploma In Project Management , Introduction To Marketing, How to create a creative salary structure, Communication skills , MODERN HUMAN RESOURCE MANAGEMENT - APPRAISAL AND Performance, Introduction to Conversational English