



YAHIA SAID

Contact

Residence Permit

Available

Phone

00966543136052

Email

Yahiasaid932@gmail.com

Address

Riyadh, Saudi Arabia

Education

2010 - 2014

Bachelor of Law

Tanta university

Skills

Soft skills:

- Management Skills
- Speed of learning
- Negotiation
- Critical Thinking
- Team Working

Language

- Arabic: Native
- English: Very good

courses

- Diploma in Human Resource
- Microsoft office (Excel, power point and word)

Work Experience

2023-2026

- **Al Waalan Auto Service Center , Riyadh Saudi Arabia**

Sales supervisor

- Building customer relationship.
- Market Monitoring.
- Closing sales.
- Prospecting and generating leads.
- Understanding customer needs.
- Product promotion and presentation.
- Handling inquiries and complaints.
- Meeting sales targets.

2020-2023

- **Al Borouj Misr Developments Group ,Egypt**

Purchasing specialist

- Preparing and updating the register of qualified suppliers and service providers
- Contact suppliers for quotes.
- Buy some goods directly from the market.
- Follow up on suppliers and purchases until materials are delivered to the requesting party.
- Assistant purchase Manager in developing and updating supplier and service provider selection criteria.
- Ensure suppliers comply with standards, controls, policies, procedures, and performance measures.

2015-2020

- **Al Jaber Optical Company., The United Arab Emirates**

Sales Supervisor

- Customer Interaction: Engage directly with customers to introduce products or services, answer questions, and provide advice based on their needs.
- Closing Deals: Work on finalizing sales by negotiating prices, terms, and conditions.
- Achieving Sales Targets: Operate within specific sales goals and ensure the achievement of revenue targets
- Presenting Products: Present the benefits and features of products to customers in a convincing manner.
- Daily Reporting: Prepare daily reports on sales activities and performance metrics.

2014-2015

-Sonesta Club Hotel., Egypt

HR Coordinator

- Performs customer service functions by answering employee requests and questions.
- Assists with processing of terminations.
- Schedules meetings and interviews as requested by the director of HR.
- Files documents into appropriate employee files.
- Monitor employee attendance.
- Assist in the orientation process of new hires.
- Prepare HR job postings.