

OLA HUSSEIN MOHAMED ALI

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Birth Date: 11th September 1987
Nationality: Sudanese

PERSONAL STATEMENT

My Career objective to work in a conducive environment for reputed organization which provides opportunities to learn & enhance work skills, that will help me grow & excel my career to contribute positively towards organizational growth.

WORK EXPERIENCE

Feb 2019 to May 2019
Cozmo Travel -UAE-Sharjah
Sales Consultant-Holiday Department
My Responsibilities were:

- Determining clients' needs and suggesting suitable travel packages.
- Selling holidays and insurance.
- Organizing travels from beginning to end, including tickets, accommodation and transportation.
- Supplying travelers with pertinent information and useful travel/holiday materials
- Collect deposits and balances.
- Dealing with customer queries and complaints.

May 2016 –May 2018
Central Trading Company Ltd (CTC) -Sudan
Sales Coordinator
Construction Equipment & Agricultural Machinery Department
CASE, NEW HOLLAND, IVECO ,ASTRA
My Responsibilities were:

- Issuing Invoices & processing the orders via emails or phone.
- Tracking sales procedures to its ends.
- Producing sales reports in daily, weekly, monthly & quarterly basis as requested by the line manager.
- Process & coordinate the purchase orders with the supply chain departments.
- Coordinating with supply chain team & follow up for timely delivery of equipment.
- Coordinating & follow up the customer's claims & the technical issues with service & spare parts departments.
- Coordination with the internal departments to ensure the completion of the customer's requirements, invoices & deliveries (Marketing, Accounting, Service & Parts, Supply chain departments).

- Providing administrative support to the sales team.
- Providing the customers with updating prices.
- Preparing tenders & following up with involved departments.
- Attending ISO internal & external audit.
- Tracking & following up the Customer list and visit reports.
- Preparing the customers satisfaction report.
- Entering all the sales transaction into the system.
- Organizing documents location for both soft & hard data.

May 2012- July 2014
Diesel Group –Prime Diesel Company Ltd-Sudan
Sales Coordinator
Spare Parts - Product Support Team - Perkins
My Responsibilities were:

- Preparing &send quotations to client.
- Processing the customer's orders from the date of receipt till delivery.
- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- Preparing the monthly and quarterly reports.
- Responsible for issuing all system transaction into the system.
- Served as liaison officer between customers and sales managers.
- Following up with customer's payment dues to help accounts department.
- Organizing documents location for both soft and hard data.
- Provide Administrative support to sales staff.
- Preparing the purchase orders.
- Liaison with procurement team and follow-up for timely receipt of spare parts.

EDUCATION

- **University Of Khartoum – Khartoum ,Sudan**
  School of Management Studies, Master of Business Administration (MBA)- (Jan-2016).
- **University Of Khartoum – Khartoum, Sudan**
  Faculty of Engineering, B.SC Agricultural Engineering - (Sep-2011).

GENERAL SKILLS

- Microsoft Office proficiency.
- Teamwork.
- Patient, keen and understanding.
- Capable to work unsupervised and within team.
- Strong communication.
- Bilingual: Arabic/English.
- Relevant IT understanding.
- In depth understanding Supply chain process.