

Gaith El Troudi

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Career Objective

Accomplished executive assistant with experience in providing support to a high-level CEO and other executives for 5+ years. Proactive sales representative and key issue solver seeking a position to achieve challenging financial targets while adding new clients and expanding sales services regularly.

EDUCATION

Second industrial institute 2011 – 2014

Work History

Tamaran 2022 Mar – 2022 Nov as a Operation Officer

- Reporting to the Chief Operating Officer about company processes and procedures.
- Developing company policies and ensuring compliance.
- Tracking operational costs toward maintaining profit-margins.
- Ensuring positive client, supplier, and vendor relationships.
- Oversee and support administrative functions.
- Manage, assign, and evaluate staff.
- Oversee all systems, procedures, and policies.
- Promoting efficiency by implementing improved operational procedures.
- Analyzing and maintaining operational data, and monitoring product inventories.

CrossFit Muharaq, 2020 – present as a Sales Representative, Receptionist & IT

- Assisted clients and customers with selecting, ordering, and customizing residential and commercial grade pieces of fitness equipment.
- Marketed to area personal trainers and fitness professionals in order to increase monthly sales.
- Designed residential fitness facility for clientele.
- Managed Database including troubleshooting, Maintenance, updates, and report generation.
- Managed Memberships & Sales.
- Generate and follow-up on leads.
- Track your customer contacts and their results.
- Service existing accounts.
- Understand your products and/or services inside and out.
- Conduct live broadcasts from the field.
- Work with editors and producers to refine stories.

KinoNet Gaming Lounge as a Game Sales Representative, 2017 - 2019

- Behavior and ensuring compliance with gaming regulations.
- Operating gaming tables and equipment according to established rules and procedures.
- Managed the sales.
- Fixing the issues and doing updates.
- Developing and maintaining relationships with key decision-makers, creating and implementing sales strategies.
- Providing support to customers.
- Reaching out to potential leads through a variety of channels, such as email, phone, text, and social media.
- Negotiating with leads and using persuasion techniques to overcome objections and landing deals that are beneficial to the company, while also providing customers with optimal value.
- Submitting and processing orders to ensure customers receive the products or services they request on time.

Baydoun Fragrance Company as a Fragrance Sales Representative, 2016 – 2017

- A well-drafted Fragrance Sales Associate Resume mentions the following duties and responsibilities.
- Greeting customers, providing information on new perfume lines and their prices.
- Assisting in selecting perfumes by providing with information, giving free perfume samples in a bid to assist customers.
- Explain the features and benefits of different fragrances.
- Demonstrate how to use fragrance products. Assist customers in making purchases.

Skills

- IT Operations
- MS Office
- Time Management
- Negotiation Skills
- Prospecting
- Relationship Buildings
- Product knowledge
- Problem solving
- Sales presentation
- Achieve sales targets

Language

- Arabic
- English

