



ABDULLA JEELANI

Marketing & Business Development Assistant

ABOUT ME

Motivated and dependable professional with a strong work ethic, demonstrated reliability, and a positive approach to challenges. Exhibits outstanding teamwork and communication abilities while also thriving in independent roles. Dedicated to ongoing learning, personal development, and achieving results with integrity and respect.

EDUCATION

Bachelors in Computer
Kakatiya University | India
2021

Ground Handling and Cabin Crew
Clouds Aviation Academy | India
2020

SKILLS

- Management skills
- Creativity
- Customer engagement
- Negotiation
- Learning agility
- Critical thinking
- Leadership

LANGUAGE

- Arabic
- English
- Hindi

+973 6673 0699

Galali, Bahrain

abdullajeelani115@gmail.com

EXPERIENCE

Marketing & Business Development Assistant *Oct 2025 - present*
ARK Advisory | Bahrain World Trade Centre

- Developed sales reports to improve forecasting and support business decisions. Managed client databases to ensure accurate records and enable targeted outreach. Conducted market and competitor analysis to refine marketing strategies, improve campaign relevance, and increase lead quality.

Sales Associate *Jul 2024 - Aug 2025*
Bateel International | Bahrain World Trade Centre

- Delivered high-quality customer service while building strong client relationships. Promoted and sold luxury dates, chocolates, gift sets, and café items. Managed corporate and customized gift orders from inquiry to fulfillment. Assisted with stock control, replenishment, and inventory counting.

Sales & Finance Agent *Jul 2023 - Jul 2024*
Bahrain Financing Company | Bahrain

- Drove branch sales of money transfer and currency exchange services and consistently achieved targets. Assisted customers, promoted products, and built repeat business through strong service. Handled customer enquiries while ensuring AML/KYC compliance. Supported in-branch promotions and prepared daily sales reports.

Real Estate Agent *Apr 2022 - Apr 2023*
ERA Real Estate | Bahrain

- Marketed and sold residential and commercial properties while consistently achieving sales targets. Advised clients on investments, pricing, and market trends. Built strong client relationships that generated repeat business and referrals. Coordinated property viewings, negotiations, and documentation. Promoted ERA's sustainable luxury developments and supported marketing initiatives.

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Abdulla Jeelani