

EHAB TAREQ ALKOOHON

Customer Service - Administration - Materials Logistics – Marketing - Social Media – SEO – Operations

Tubli, Kingdom of Bahrain | CPR.880863200 | 0097335471613

ehab.kokhon@gmail.com | ehab.alkoohon@gmail.com | [Skype:ehab.kokhon](https://www.skype.com/user/ehab.kokhon)

Date of Birth: August 18th, 1988 | Marital Status: Single | Nationality: Amman, Jordan

Bachelor's in **Marketing** | Applied Science University, Amman, Jordan [February 2012](#)



SUMMARY

Customer Service, Administration, Materials, Logistics, Marketing and Operations, with 7+ years of experience in marketing, sales and supply chain applying my professional skills to coordinate tasks effectively to achieve objectives with timeliness and creativity, ensuring that the organization has what is required to achieve the manpower fit with the required tools as well as all raw materials to operate smoothly without any unplanned disconnection as well as making sure that all events run smoothly within the given timelines and schedules as planned. An effective leader with the ability to change people and adapt myself to other environments

EXPERIENCE

Administration Manager & Marketing Coordinator (Project) [April 2020 – June 2020](#)

Ahmed Omar Trading & Contracting EST. W.L.L. | Manama, Kingdom of Bahrain

- Managing all incoming and outgoing calls related to sales and marketing and documenting online and offline records
 - Preparing proposals as well as all related documents needed to close a deal or a repeated order
 - Planning a full enhancement of the companies flow of work and communication and planning and executing collection related activities and analyzing data provided from the sales and marketing to come up with figures as well as plans of developing the business, image, and brand presentation
-

Manager, Administration and Materials Management [August 2018 – January 2020](#)

Mashal Chemical Industry W.L.L. – Part of Mashal Group | Askar, Kingdom of Bahrain

- Planning, analyzing, and controlling inventory functions at all levels
 - Determining and administering policies and procedures relating to shipping and/or receiving and any storage
 - Managing approval of all purchase orders and Administering operations budget
 - Ensuring accurate, complete records are in-placed as to the consumption, cost, and the selling price
 - Ensuring that Staff, equipment, and physical space are within the established safety guidelines
 - Supervising Staff' daily activities in warehouse operations, including daily work schedules and all related personnel issues
 - Act as Liaison of the company with other Stakeholders and outside vendors ins resolving issues and conflicts
 - Managing the employees from the interview phase overseas until they leave company along training
 - Maintaining books as well as managing all monthly, quarterly, and yearly government related renewals
 - Preparing a yearly purchase plan referring to the customer buying behavior
-

Admin & Logistics - Presales Manager (Sales & Marketing) - Operations - Social Media [April 2017 –July 2018](#)

Al-Khatib Office Services (SHARP-Bahrain) - Tubli, Kingdom of Bahrain

- Built a full system for the company starting from sending the offer to the prospect to delivering and invoicing as well as costing and inventory and it was all done on Microsoft Excel.
 - Planned sales strategies and business plans as well as getting exposed to the market and preparing the needed materials
-

Sales Executive (Sales & Marketing) [June 2016 –April 2017](#)

Continental Office Equipment and Systems (TOSHIBA-Bahrain) - Mina Salman, Kingdom of Bahrain

- Creating a sales plan for daily and monthly monitoring and track progress and follow up with current clients and with the prospects and building relationships with prospects and understand their needs and purchasing techniques, times, and capacities as we as generating new leads and attending related workshops

Operational Assistant – (Sales & Marketing) August.2013 –September.2015

Stickhouse- Italian Hand-Crafted Gelato - Amman, Jordan

- Managed a team of a '28' in-door sales during a very critical phase of launching a new brand in the Jordan started from a single branch in Amman, Jordan, eventually grows and franchised into five branches.
- Nominated for travelling to Palestine and supervise and train in a new branch opening

E-marketing intern (Sales & Marketing) December 2012 – May 2013

StartAppz; an Investment Arm of n2v - Amman, Jordan

- Worked with a team to update the company website and oversaw the content in a Search Engine Optimization (SEO) technique and managed the social presence of the company on all their online channels and got trained on how CEO/PPC and online ADS works and how to create a content that can be found easily be the searchers

PROFESSIONAL SKILLS & CERTIFICATES OF COMPLETION

N	Course Name	Details	N	Course Name	Details
1	Google Analytics for Beginners	G 2020	20	Marketing on Facebook	in 2020
2	Google Tag Manager Fundamentals	G 2020	21	Advertising on Facebook	in 2020
3	Google Analytics Essential Training	in 2020	22	Advertising on Instagram	in 2020
4	Google Ads (AdWords) Essential Training	in 2020	23	Advertising on YouTube	in 2020
5	Cert Prep: Excel 2016 Microsoft Office Specialist (77-727)	in 2020	24	SEO: Link Building in Depth	in 2020
6	WordPress.com Essential Training	in 2020	25	SEO: Keyword Strategy	in 2020
7	WordPress 5 Essential Training	in 2020	26	SEO Foundations	in 2020
8	Social Media Marketing: Strategy and Optimization	in 2020	27	SEO: Videos	in 2020
9	Social Media Marketing: Managing Online Communities	in 2020	28	SEO For Social Media	in 2020
10	Social Media Marketing with Facebook and Twitter	in 2020	29	Advanced SEO: Search Factors	in 2020
11	Social Media Marketing for Small Business	in 2020	30	WordPress: SEO	in 2020
12	Social Media Marketing Foundations	in 2020	31	International SEO	in 2020
13	Social Media Marketing: ROI	in 2020	32	Local SEO	in 2020
14	Social Media for Leadership	in 2020	33	HTML Essential Training	in 2020
15	Organizing Your Remote Office for Maximum Productivity	in 2020	34	Growth Hacking Foundations	in 2020
16	Marketing Tools: Social Media	in 2020	35	Marketing during a Crisis	in 2020
17	Marketing Tools: SEO	in 2020	36	HR as a Business Partner	in 2020
18	Marketing on Twitter	in 2020	37	Programming Foundations: Fundamentals	in 2020
19	Online Marketing Foundations	in 2020			

Effective coordination skills, focused approach in delegating tasks, organized and detail-oriented Leader, Ability to handle diverse groups and to promote team cohesiveness, effectively works in Offline and online communications, maintaining internal and external affairs, maintain logs and spreadsheets for all office activities, resolving operational issues, effective time management, cultural sensitivity approach, Ability to work, fill in data and design using Microsoft Office apps, Word, Excel and PowerPoint; Energetic, confident professional with an infectious enthusiasm for technology.

LANGUGES: **Arabic:** Mother tongue.

English: Fluent; written, read, and spoken.

AVAILABILITY: Immediately.