

ESSAM A. DOHAITHEM



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OBJECTIVE

- To get a job in a work environment that allows me the opportunity to contribute to the success of the work using my skills to maximize my abilities and gain experience
- My concern for the development of severe psychological and acquire new skills to work with my colleagues.
- Research contributing to the solution of problems faced by working
- Participate in ideas to contribute to development and increase production
- The quest for the successful work and the network expansion of the facility and to contribute to maximizing the total output

EXPERIENCE

Secretary / Saudi Research & Marketing Group 2008 - 2011

- Receive calls from customers and either assist them with their questions, or take a message for the proper party.
- Ensure that all bid documents and correspondence to larger clients is properly packaged and prepared for shipment.
- Schedule client conference calls, video conference sessions and meetings in the company conference room.
- Prioritize daily administrative tasks to ensure that projects are completed on time
- Submit employee time sheets and expenses to payroll each month.

Second Manager/ Ligou

2005 - 2008

- Develop and nurture a customer-centric culture among the team by leading by example.
- Achieve and exceed sales goals via sales training and customer service.
- Network and coordinate with key individuals and businesses in the local community to promote Liguo and drive sales.
- Ability to communicate upward and within your team.
- Source, interview, hire, lead, and develop a team of highly qualified sales specialists.
- Institute and adhere to processes regarding merchandise display and physical inventory.
- Lead in the planning, implementation, and follow-up of store operational tasks and projects.
- Strong business acumen (ie control store expenses - including staffing, supplies, and services).

Chief Assistant/ Sodexo

2016 - 2017

- Understands and follows all policies and procedures.
- Assists in ensuring a safe working environment throughout the facility for all employees.
- Assists in monitoring employee productivity and provides suggestions for increased service or productivity.
- Responsible for the oversight of day-to-day activities of subordinates and assigns responsibility for specific work or functional activities as directed by on-site management.
- Responsible for orientation and training of employees.
- Performs day-to-day assignments in addition to oversight duties.
- Works with customers to ensure satisfaction in such areas as quality, service and problem resolution.
- Promote in the development of the food service team.
- Attends all allergy and food-borne illness in-service training.
- Complies with all Sodexo HACCP policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Complies with all company safety and risk management policies and procedures.
- Participates in regular safety meetings, safety training and hazard assessments.
- Attends training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned.

Sales Supervisor/ Carrefour Group

2017 - 2018

- Keeping in contact with existing customers in person and by phone.
- Making appointments with and meeting new customers.
- Agreeing sales, prices, contracts and payments Meeting sales targets.
- Promoting new products and any special deals.
- Advising customers about delivery schedules and after-sales service.
- Recording orders and sending details to the sales office.
- Giving feedback on sales trends.

SKILLS

- Delivering the presentation.
 - Excellent Negotiation.
 - Time management.
 - Analysis/supervision.
 - Organization & Multitasking.
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EDUCATION

HIGH SCHOOL/ 2008

Alaqeeq high school
Graduated with GPA 87.5% in **science** major.

DIPLOMA/ 2016

GCCAZ
Graduated with GPA 2.1 of 4 in **Engineering** major.

Bachelor/ 2018

Saudi Electronic University
Business Management major.

COURSES

Modern Human Resource Management/ 2017

Alison
Finished this course with GPA 96%.

Diploma in Project Management / 2017

Alison
Finished this course with GPA 93%.

Introduction to Drones / 2017

Alison
Finish this course with GPA 88%.

Mapping Techniques Using Drones/ 2017 Alison

Finished this course with GPA 100%.

Diploma in Business Management & Entrepreneurship

Alison

FINISHED THIS COURSE WITH GPA 85%.

Six Sigma in Supply Chain/ 2018

Alison

Finish this course with GPA 85%.