



Kamil Khuder

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Immediately Available

Beirut, Lebanon | +96170909594

Objective

- With more than 10 years of sales, customer service and procurement experience, I am looking for a mid-level position within a related industry to advance in my career.

Experience

CUSTOMER SERVICE AND PROCUREMENT OFFICER | MALIK'S BOOKSHOP | OCTOBER 2015 – OCTOBER 2020

- Handling customers' requests for all printing services
- Contacting and negotiating with different suppliers for best costs and quality
- Performing sourcing between suppliers and clients/branches
- Managing invoices between the accounting department and the suppliers
- Organizing logistics operations between suppliers to the requested locations
- Dealing with customer's demands and applying diplomacy for conflict resolution purposes with suppliers
- knowledge about (paper bag, paper cups, c flute bags corrugated, nylon bags, adhesive labels, thermal labels, barcode labels, signs, Plexi, Alico-bond signs, non-woven bags, silkscreen printing, flex printing, offset printing, blind printing, vinyl printing, wobblers , folder cartoon and nylon printing)

SALES REPRESENTATIVE | MALIK'S BOOKSHOP | JUNE 2011 – OCTOBER 2015

- Handled all B2B & B2C sales of Printing Services, including Digital Printing, Offset Printing, and Silk Screen Printing.
- Handling a total of 150 accounts, in the regions of Beirut and Mount Lebanon.
- Prepare and follow up the collection, credit limit, and credit period plans for each customer
- Build and maintain strong long-lasting business relationships with all customers.
- Follow up new leads in the market with the objective of expanding the business.

- Work out the monthly/yearly value and volume forecasts in line with the marketing team, towards service/customer targets.

Golden Award for Outstanding New Team Member Performance– Awarded Nov 2011
Golden Award for Being an Outstanding Back Office Team Member – Awarded May 2012
Golden Award for Being an Outstanding Head Office Team Member – Awarded June 2013
Golden Award for Outstanding Hard Work– Awarded Dec 2014
Golden Award for Outstanding Back Office Team Member – Awarded June 2015

SALES REPRESENTATIVE | QUINTESSENTIALLY, KSA | APRIL 2009-MAY 2010

- Members only luxury concierge services.
- Supervising, monitoring, and following up on members' requests, as per the company's processes
- Managing members requests with the utmost privacy and discretion.

Awarded Achievement Performance - Certificate of Recognition for the year 2009

RELATED SKILLS

SALES NEGOTIATION

- Determining the best strategy to increase sales volume and sourcing reliable suppliers while focusing on increasing company profits and the best match between cost and quality.

COMMUNICATION AND RELATIONSHIP MANAGEMENT

- Handling all communications with suppliers and customers to build trust while improving the workflow process within the company to enhance reliability among all parties and ensure smooth operations.

Education

BA in Marketing and Advertising| June 2009 | American University of culture and education

References

Mr. Allam Jurdy - Services Senior Manager - Malik's Tel: +96170980296

Mr. Ghassan Arbid - Operational Manager - Quintessentially Company Tel: +966-554640800

Mr.Salim Timani – Instructor - AUCE Tel:+9613917212