

ALI ALMAKAHLEH



CONTACT

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PROFILE SUMMARY

Experienced and results-driven person with a proven track record in developing and executing successful marketing strategies. I am seeking a challenging role where I can contribute my skills in strategic planning, team leadership, and creative problem-solving to achieve business objectives.

EDUCATION

2016 - 2021

UNIVERSITY OF JORDAN

- Bachelor degree of Business Administration

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English: Fluent
- Arabic : Native

WORK EXPERIENCE

Al Andlous international for building materials

Department founder and building material supplier DEC 2024 - PRESENT

- Maintaining and reviewing records of inventories, product performance, deliveries, costs and items purchased
- Analyzing financial reports, price proposals and other information used to determine reasonable pricing
- Negotiating contracts for the organization and working out agreements with suppliers for product delivery
- Work with management to identify supply needs.
- Recommend solutions to existing processes to reduce waste and increase quantity.
- Record and assess all materials quality, movement, and expenditure.
- Manage the distribution of supplies in the organization.
- Monitor inventory levels and access to the material.

TADMUR TRADING

Sales executive

Jan 2023 _ dec 2024

- Conduct market research to identify selling possibilities and evaluate customer needs
- Set up meetings with potential clients and listen to their wishes and concerns
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections
- Collaborate with team members to achieve better results
- Gather feedback from customers or prospects and share with internal

FEB 2021 _ NOV 2022

METLIFE

AGENCY ADMINISTRATOR

- Coordinating with insurance agents to help clients select appropriate coverage for their needs
- Reviewing rate proposals from insurance companies to ensure that they are fair and reasonable
- Processing new applications for insurance policies and updating customer records
- Recommending changes in coverage to meet the needs of customers
- Conducting investigations into insurance claims to determine liability and damages
- Prepare regular reports and presentations
- Organize a filing system for data on clients
- Manage company documentation and maintain internal databases
- Manage incoming and outgoing email requests
- Respond to queries from managers and employees.

Jan 2019_ Dec 2020

Extensya

Technical support analyst

- Responding to technical support tickets.
- Talking directly to the customer to determine the nature of the technical issue.
- Identifying the nature of the hardware, software, or networking issue.
- Providing the customer with resolution choices.
- Installing new hardware systems, software upgrades, or networking cables.

Fixing any software or hardware issues.

Providing minor technical or operational training.