

Name Surname | BUSINESS DEVELOPMENT ENVIRONMENT SPECIALIST

LinkedIn • City, Country • 555 555 5555 • email@address.domain

Self-starter business administration and management specialist, offering outstanding knowledge of the administration and management side of business development, market demands and effective organizational structure of businesses. Proficient in accessing decision makers, discovering influencers, negotiations, and overcoming customer objections. High-level competency with software technology in relation to customer's needs.

KEY STRENGTHS & AREA OF EXPERTISE

- **Great at interpersonal communication:** effective coordinator, excellent verbal and written communication skills.
- **Versatile sales techniques:** win-win attitude, accountability.
- **Determined team player:** A "work hard, play hard" approach.
- Strong networking, presentation, multi-tasking and analytical abilities
- Energetic – Upbeat personality.
- **IT Literacy:** Microsoft Office [Word, Excel, Access]
- **Languages:** English, Arabic, Persian, Kurdish.
- Business Development
- Customer Relationship
- Multi-task Management
- Speaking & Presentation
- Accounts Management
- Strong desire to win

EDUCATIONAL BACKGROUND & CREDENTIALS

THE AMERICAN UNIVERSITY OF COUNTRY, Name – City, Country 2011-2016

Bachelor of Science in Business Administration [Minor in Economics]

Core Modules: Accounting, Finance, Economics, Management, Law & Ethics, Quantitative Analysis

NAME SCHOOL – City, Country 2007-2010

Graduation Name

TRAINING

INSTITUTION NAME [Ground Sales Agent] – Travel & Tourism 2012-2013

CERTIFICATION

Certification of accomplishment in English Language Program – The American University of Country 2011

PROFESSIONAL BACKGROUND

NAME – TECHNOLOGY CONSULTANTS – remote | **Sales Manager Assistant** 2015-2016

A leading SAP Gold Partner, NAME is a consultancy firm managed by a team with over a decade of experience within the SAP domain, and founded by specialists with 120 years of combined expertise in SAP products for markets in the region and region.

- Carefully gathered requirements for blueprint sessions.
- Maintained Customer Relations Management systems.
- Set up and conducted cold calls by identifying customer needs, and transforming them into leads which exceeding sales objective, and regular sales forecasts.
- Ensuring all the meeting and sales processes were well arranged.
- Created and presented in the best manner proposals by implementing needed approach.
- Constantly studied and developed in-depth knowledge of industry trends, product line, competition, tech support and services.
- Effectively negotiated final agreements.

NON-PROFESSIONAL EXPERIENCE

NAME AIR [commercial airline] – City, Country | **Ticketing Officer** 2010-2011

HONORS & AWARDS

- #1 for best project in Startup Weekend Name | Aug 2014
by being prized for every piece of trash they throw away in the machine

Academic Award:

- Academic sponsorship given to students with +85/100 average in High School Graduation | 2011

MEMBERSHIP

Member – NAME Chamber of Commerce | **2014-Present**

PUBLIC OUTPUT

Workshop: Social Media as a Space for Interreligious Dialogue – City, Country | **2015**