

# MOHAMMAD AL ABBANI



## Personal Details:

**Date of Birth:** June 18<sup>th</sup> 1989  
**Marital Status:** Married  
**Nationality:** Lebanese  
**Address:** Doha, Qatar  
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## Work Experience:

### ● **Q Space Media Production \ Marketing Supervisor 2018 Qatar \ Present**

- Promotional activities for company services and events
- Updating databases and using a customer relationship management (CRM) system
- Coordinating internal marketing and an organization's culture
- Dealing with sponsors
- Preparing and managing the production budgets and expenses
- Liaising with advertising agencies, designers and printers

### ● **Nasser Khalifa Al Atiya Trading - NK Trading \ Sales & Marketing Supervisor 2017 Qatar \ Present**

- Oversee day-to-day sales, monitoring and forecasting to better understand the market
- Continually assess our marketing techniques and their efficacy in affecting sales
- Stay up-to-date on current market trends
- Collaborate with marketing team to innovatively reach more potential customers
- Work in a hands-on fashion, building the team—provide motivation and inspiration
- Cultivate and deepen client relationships and partnerships that add value

- **GET - General Engineering Technologies \ Procurement Officer & Logistics 2015-2017 Qatar**

- Ensure fairness in transparent bidding processes and effective competition, as well as best prices and best value for money in all procurement and logistics activities
- Ensure timely and quality procurement and logistics services provision according to the project's duration
- Oversee, and control shipping and delivery of purchased goods, equipment, and supplies, as well as their customs clearance and insurance
- Manage all logistical arrangements ensuring proper quality control, specification compliance, monitoring and verification of deliveries, plus timely delivery to the end user
- Prepare regular reports on the status of the overall project procurement process

- **Mitco Company \ Public Relation Executive 2011-2014 Beirut**

- Plan effectively for the organizations' meetings, conferences, and events
- Responsible for establishing and maintaining effective, professional business relations with clients
- Communicating with providers and clients, respond to customers' complaints and resolve their issues

### **Education & Certifications :**

- AUL University Business Administration \ Lebanon
- CIS College Technical Bachelor in Information Technology (BT) \ Lebanon
- Completed the Brands Orientation Session at Landmark Retail Lebanon s.a.r.l
- Participated in the 3D Dimensions of Hospitality Day

### **Personal Skills:**

- Ability to work under pressure Ability to resolve problems in an efficient mode
- Adapting quickly to new working environment
- Good communications skills
- Computer skills (C++, A+, Excel, Access, Networking, Power Point...)

### **Languages:**

- Fluent in Arabic and English

### **References:** Available upon Request