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BAHAA AI SHAWA

Personal Information

Date of Birth : Jun 16, 1983
Place of Birth : Riyadh – Kingdom of Saudi Arabia
Nationality : Palestinian – Egyptian travel document
Marital status : Single

Summary

Over 27 years of professional experience in the field of business development, marketing and sales with a track record of continuous achievement at high levels of business in a competitive market able to quickly build credibility and commitment with senior decision makers.

Professional Experience

Company branch coordinator

Takfaful Amanh Co. For Cooperative Insurance Agency Ltd.

Sep 01, 2008 – Present

Riyadh – Kingdom of Saudi Arabia

- Develop and ensure a marketing, sales and planning strategy in line with customer needs.
- Take responsibility, manage sales and show results.
- Planning, directing and preparing comprehensive marketing budgets.
- Create a wide range of different marketing materials.
- Demonstrate technical marketing skills and knowledge of the company's products and services.
- Develop annual marketing plans based on planning the year's activities to achieve the company's agreed goals.
- Maintaining the spirit of teamwork in coordination and follow-up with departments, especially financial and administrative affairs, to facilitate comprehensive business operations.

Sales Representative

Maiar Insurance Agent

Feb 13, 2002 – Aug 18, 2008

Riyadh – Kingdom of Saudi Arabia

- Represent the company in the contract and the relationship with other companies.
- Help the customer to find their needs.
- Manager the relationship between the insurance agent and customer.

Sales Representative

Daniya Al Anoud Est.

Feb 02, 1999 – Feb 02, 2002

Riyadh – Kingdom of Saudi Arabia

- Handle all customer relationship.
- Coordinate with the sales division.
- Take care about the customer.

Sales Representative

Zuhar Al Rajia Est. for Contracting

Dec 14, 1996 – Dec 16, 1998

Riyadh – Kingdom of Saudi Arabia

- Strong analytical skills and ability to handle complex sales and marketing.
- Follow-up requests in terms of management.
- Provide administrative support and administrative and general services for all departments in the Est.

Education

- Insurance Basics Certificate (IFCE) issued by the Financial Institute on Jun 22, 2016.

Courses Certificates

- The employee rights course according to the Saudi labor system issued by the Atwar Training Center under the supervision of the General Organization for Technical and Vocational Training on Mar 06, 2022.
- Problem solving and decision making skills course issued by the Atwar Training Center under the supervision of the General Organization for Technical and Vocational Training on Mar 02, 2022.
- A public relations course issued by the Atwar Training Center under the supervision of the General Organization for Technical and Vocational Training on Feb 27, 2022.
- Executive secretarial and office management skills course issued by the Atwar Training Center under the supervision of the General Organization for Technical and Vocational Training on Feb 22, 2022.
- Computer basics course issued by the Atwar Training Center under the supervision of the General Organization for Technical and Vocational Training on Feb 17, 2022.
- Anti-fraud course issued by the Institute of Financial Experts under the supervision of the General Organization for Technical and Vocational Training on Aug 26, 2021.
- Anti-money laundering and terrorist financing course issued by the Institute of Financial Experts under the supervision of the General Organization for Technical and Vocational Training on Aug 25, 2021.
- Medical insurance course issued by the Institute of Financial Experts under the supervision of the General Organization for Technical and Vocational Training on Mar 25, 2021.
- Car insurance course issued by the Institute of Financial Experts under the supervision of the General Organization for Technical and Vocational Training on Mar 24, 2021.

Key Skills

- Administration and Organization.
- Project and Time Management.
- Teamwork Management.
- Presentation Skills.
- Communication and Listening Skills.
- Negotiations and Convincing Skills.
- Strategic Planning
- Planning and Prioritizing.
- Computer literate in many applications, especially the following:
 - ✓ MS-Office (Word, Excel, Access, Power Point, Outlook).
 - ✓ Adobe Package (Photo Shop, Illustrator) Corel Draw.
- Problem Resolution.
- Accounts Management.
- Information Technology.
- Promoting the Brand as per The Company Policy.
- Relationship Building Skills.
- Achieve Monthly Sales Targets.
- Analyzing Data and Preparing Report.
- Sales Forecasting.