

Sanaa Al Zabadi



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Personal Information

Birth date: 10/06/1988.
Birthplace: Kuwait.
Nationality: Jordanian.
Marital status: Married.

Profile

Professional and versatile sales manager with 10 years proven track record of success in procurement, sales and distribution of premium building materials.

Possesses a broad knowledge base covering both technical and commercial aspects of sales and supply chain management with a demonstrated ability to solve operational issues and improve efficiency. Holds a keen analytical mind, in addition to an ability to adapt to change quickly and work to high standards. Able to work within a team, as well as under own initiative and has extensive experience in managing, motivating and training others.

Career History and Experience

05/2021– Current position

Specification Consultant / previously Sales Manager

GreenHawk – www.greenhawk.ae
Dubai, UAE

- Meet architects and designers in UAE and GCC to specify different architectural and interior products.
- Manage the sales of a collection of high-performance building material, including Fermacell dry wall, Apton Ceilings and Partitions, Rockfon Acoustic Ceilings, Migua expansion joints covers, SPM wall protection, and different resilient floors.
- Follow up on quotations, payments, delivery of material and installation.

08/2020– 04/2021

Sales Manager

Advanced Living Solutions – www.advlivsol.com
Dubai, UAE

- Meet with consultants and end users to create awareness about our solutions and get them specified in projects under design and construction.
- Recruit, train and manage a sales team selling premium solutions related to automation, water treatment, sterilization using UV lights, central vacuum systems, and other related products.
- Create and enforce a sales plan including KPIS, budgets, targets, reports, and marketing plans.
- Source new products, contact suppliers, and receive training on products that can add to our collection of smart solutions.

12/2016– 4/2020

Sales Manager

Nora by Interface – www.nora.com
Dubai, UAE

- Specialized in specifying and selling premium resilient floor covering in the MENA region.
- Develop MENA region customer base by expanding the network of end users, consultants, and contractors.
- Organize exhibitions, seminars, and presentations in different countries for various target sectors such as healthcare, education and transportation.
- Negotiate rates, production and delivery dates and arrange with the production facility and logistics department for best delivery times.
- Work closely with distributors, train their teams, find new projects, monitor distributors' performances.
- Perform after sales quality checks on product performance and installation and offer maintenance solutions.
- Report periodical updates of the MENA sales and ensure targets are set and met on monthly and yearly basis.

05/2015– 06/2016

Procurement and Sales Manager

Noor Technology Int. Co – Distributor of Nora rubber floors and other building materials

Muscat, Oman

- Research the construction industry, with focus on healthcare, for new projects and tenders, create a business plan on how to penetrate the market and rebrand the company.
- Contact the ministries, consultants, and contractors to explore possible business opportunities.
- Manage procurement of construction material, negotiate pricing, delivery times, payment terms, create POs and follow up on payments.
- Manage logistics, meet freight forwarders, compare services and rates, follow up on shipments with forwarders and custom clearance, and ensure official delivery and installation of material.
- Prepare daily, weekly, and monthly reports, discuss, analyze and develop plans based on the submitted reports.

04/2014 – 5/2015

Purchasing and Logistics In-Charge

Executors Walls and Floors L.L.C (Flooring Material Suppliers)

Dubai, UAE

- Manage suppliers RFQs and orders, prepare quotations and quality comparison studies for each order and manage all logistics matters and documentations related to import & export of flooring material.
- Liaise with the external entities like freight forwarders, customs authorities and local transporters.
- Coordinate with the accounting department and the warehouse regarding payments and storage of each order.
- Oversee changes on the customized ERP system for efficient logistics operations incoming and outgoing orders.
- Ensure that the optimum level of products is always maintained while continuously forecasting future requirements.

09/2013 – 04/2014

Procurement and Logistics Executive

Al Huda Lighting (Lighting equipment supplier)

Amman, Jordan

- Assist in the management of the specification and sales of lighting fixtures with consultants and contractors.
- Manage the procurement and logistics of lighting products until delivery to end users.
- Manage the customs clearance process, prepare all required documents and foresee any issues that could arise.
- Liaise between the accounting department, suppliers and clients on credit facilities and pending billings.
- Report any customer complaints to the suppliers, return defected material and order replacements.
- Managing inventory of lighting fixtures and all related accessories.
- Produce periodical reports and related analysis to management, accounting, and sales departments.

09/2011 - 09/2013

Senior Procurement Officer

Aalam Al Bihar (Aluminum and Glass Accessories Supplier)

Amman, Jordan

- Prepare RFQs and orders for aluminum glass partitions and ironmongery, discuss and promote new accessories, machinery and installation methods.
- Source new suppliers locally and international, agree on prices, payment terms, and delivery times.
- Compare suppliers' quotations regarding services, prices, packaging, and delivery time.
- Manage the logistics and clearance process with forwarders and custom clearance agents.
- Manage the warehouse and inventory of ironmongery and machinery parts.
- Review the customized ERP system and modify the system for optimized supply chain processes.

1/ 2010 – 7/ 2010

Intern in Sea Freight - Import division

DB Schenker (Logistics services provider)

Leipzig, Germany

- Facilitate shipments along with the needed procedures such as insurance, reservations, billing, etc. Using Schenker's own ERP systems.
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Education

09/ 2006 – 06/ 2011

**German Jordanian University
Amman, Jordan**

- Logistic sciences, GPA 77.8%.
Focus: Supply Chain Management and Warehousing

09/2009 – 03/2010

**Hochschule für Technik, Wirtschaft und Kultur (HTWK)
Leipzig, Germany**

- School of International Management

09/ 2004 – 06/2006

**Jordanian International Schools
Amman, Jordan**

- Jordanian high school diploma, GPA 83.6%.
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Language skills

Arabic: Mother language.

English: Excellent command in speaking, reading, and writing.

German: Very good command in speaking, reading and writing.

Computer Skills

SAP system.

Salesforce.

Microsoft Dynamics Great Plains

Oracle based Customized ERP and CRM systems.

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Excellent research skills.
