



# ABDENNOUR TALEB

## OPERATIONS EXECUTIVE / SALES ASSOCIATE

Location: Dubai, United Arab Emirates

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### SUMMARY

Well versed with sales execution with good experience in customer services, lead generation and lead qualification. Possess excellent computer skills and fluent English communication skills, Flexible, Problem solver and adapts easily to change.

### PERSONAL INFORMATIONS:

**Nationality:** Algerian

**Date of birth:** 21<sup>st</sup> October 1997

**Visa Status:** Tourist Visa

### EDUCATIONAL ATTAINMENT:

Bachelor's Degree in English Studies at ( UNIVERSITY – 8 Mai 1945 GUELMA, Algeria)

Sep 2016 to Aug 2019.

### LANGUAGES:

**ARABIC:** Native Language

**ENGLISH:** Fluent (speaking, Writing).

**FRENCH:** CONVERSATIONAL

### SKILLS:

English Language (Written & Vocal)

Call Handling

Business Administration

Customer Experience

Problem solver

Microsoft Office skills

Teamwork & Sense of leadership

SEO & Web Development

Crypto & Fx Technical Analyst

Complaint Resolution

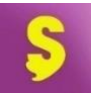
Marketing & Graphic Design

### JOB EXPERIENCE:

**Sep 2019 - Present**

SEEKLALA, UAE. (Remotely)

**Operations Executive**



- Remotely Provided a new professional web platform for the business.
- Applied various marketing methodologies and technics to grow the traffic
- Developed a business plan to integrate all stores across the UAE.
- Deployed the project for the android environment and iOS (soon).
- SEO improvement & and security checks of the website's server.

**Aug 2019 - Jan 2021**

TE PERFORMANCE, Algeria.

**Automotive Sales Executive**



- Building relationship with existing & new clients.
- Develop the business by attracting more clients through social media.
- Addressing the customer needs as soon as the online inquiry is received.
- Sell the appointment over the phone.
- Closing deals, and reach the monthly and yearly target.

**Oct 2018 - Jul 2019**

TE PERFORMANCE, Algeria.

**Operations Executive. (Part time)**



- Responding to customers inquiries via phone, mails and social media.
- Advise the buyers about the procedures and policies.
- Prepare Documents and Report and coordinate with sales team.
- Engage with customers to consistently deliver the highest standard of customer service.

**Jan 2018 - Sep 2018**

BELLOMI AUTO, GUELMA, ALGERIA.

**Customer service (Part Time).**



- Showing the vehicles emphasize the features and offer a test drive.
- Offer additional features and insurance packages and a trade-in of the old vehicle.
- Deal with clients using all my sales skills (body language, face emotions, voice tone...)
- Coordinate with the sales and after sales departments
- Establish solid business relationships with existing and new customers.