

MOHAMMED AL-TAWIL

PROFESSIONAL SUMMARY

- Multi-talented Project Coordinator successful at taking on diverse project tasks to accomplish tight deadlines. Hands-on people person and analytical problem solver with excellent communication, planning and decision-making skills.
- Strategic Project Coordinator skilled in overseeing large- and small-scale projects. Evaluates requirements to determine scope and feasibility. Manages resources to support on-time delivery within established budget parameters.
- Hardworking Coordinator brings proven success in overseeing administrative areas. Knowledgeable about best methods for managing resources, schedules, and personnel to achieve objectives. Tech-savvy and always looking for improvement opportunities.



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971562272015



Dubai, UAE



Light Vehicle



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EDUCATION

High School Diploma:
Scientific
Kamal Bin Adwan
Secondary, Gaza/Palestine,
September 2010 - June 2011

Bachelor of Business
Management Technology:
BMT

**University College of
Science and Technology**,
Gaza/Palestine, September
2012 - September 2017

PERSONAL DETAILS

Date of Birth / Age:
16/04/1993

Nationality: Palestinian

Marital Status: Single

Visa Status: Employment Visa

WORK HISTORY

September 2019 - June 2023

Consultant HSS – Admin, Senior Document Controller

- **Ministry of Energy & Infrastructure (MOEI)**
- **Sharjah Asset Management Holding (SAMH).**

United Arab Emirates

- Contract & Tender Document.
- Drawings: (Issued for construction, Contract drawings, Revisions, As Built drawing).
- Request for information, Inspection and test Plan, Method Statement.
- NOC's, NCR's, Payment Applications, Claims and Variations.
- Health and safety Records, General Administration.
- Cost Codes and Schedules, Bill of Quantities and Specifications (General and Particular).
- LOI, LOA and Final Agreements.
- Bolstered data security to protect integrity of files.
- Coordinated Electronic Document Management System (EDMS) with strong technical knowledge.
- Helped to assimilate key documents for company-wide projects.
- Contributed to accurate and efficient quality checks, ensuring error-free results.
- Handled incoming correspondence and technical information, distributing as directed.
- Implemented consistent and logical numbering conventions for project documents.
- Monitored consistent compliance of system processes with data confidentiality laws.

Gender: Male

LANGUAGES

English

Fluent
TOEFL

Arabic

Native

November 2018 - June 2019

World Link Masters General Trading - Sales Executive, Abu Dhabi,
United Arab Emirates

- Qualified prospects to determine future sales possibilities and improve conversion efforts.
- Effectively handled daily customer meetings, sales calls, and account management tasks, improving sales team efficiency.
- Generated new leads and opportunities to maximize revenue.
- Built focused new client networks, growing business opportunities and increasing revenue possibilities.
- Created and managed client contracts, negotiating positive, profitable terms to aid target revenue attainment.
- Worked with internal and external teams to initiate marketing strategies to grow at national, regional, and specific sector levels.
- Collaborated with management to review and approve profitable, beneficial customer contract terms.
- Managed client relationships from early stages of sales process through to post-sales

March 2017 - April 2018

Abu Shamaleh Contracting - Document Controller, Gaza,
Palestine

- Helped to assimilate key documents for company-wide projects.
- Bolstered data security to protect integrity of files.
- Implemented consistent and logical numbering conventions for project documents.
- Handled incoming correspondence and technical information, distributing as directed.
- Organized, filed, and stored electronic and physical files to maximize traceability.
- Amended documents accurately, communicating and redistributing to relevant personnel where necessary.

March 2015 - February 2017

Alameer Abu Jabal Cars Trading Co. - Salesman, Gaza,
Palestine

- Fostered positive relationships with customers, enhancing loyalty and retention.
- Handled concerns and complaints with care, delivering positive outcomes for continued customer loyalty.
- Maximized sales revenue through effective upselling and cross-selling of associated products.
- Used outstanding product knowledge, sales, and customer relations skills to drive substantial profit increases.
- Greeted customers and helped with selecting merchandise, finding accessories, and completing purchases.
- Marketed promotions, events and new product launches effectively, growing customer bases and revenue opportunities.
- Developed successful client partnerships through outstanding levels of service, promoting continued customer loyalty.

SKILLS

- System monitoring
- Operating systems
- Bug reports
- Backup procedures
- MS Project
- Network development and administration
- Quality Assurance and Control
- Supervision
- Project processing
- Documentation and control
- Strategic planning
- MS Project
- Microsoft Office Program (Excel, Word, etc.)
- C, C++
- Pressure working in groups
- The ability to take responsibility at work

CERTIFICATIONS

- Strategic Planning
- Course in preparing plans and writing reports
- Course in decision making and problem solving
- Course in Manage Meetings