

Curriculum Vitae

Suhail Saban

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Residing: Sharjah, United Arab Emirates
Driver's License: Yes
Language: English

KEY SKILLS:

Business Development| Operations| Marketing Relations| Client Service | Administration | Training| Compliance

COMPUTER & SOFTWARE KNOWLEDGE:

- SAP CRM
- Netsuite
- JD Edwards
- Advanced Microsoft Office (Word, Excel, PowerPoint)

FORMAL EDUCATION & CERTIFICATES:

Bachelor of Commerce in Supply Chain Management – MANCOSA | South Africa (2018 - 2020)

Procurement & Logistics certificate – Personal Capacity | Self Study (2020)

National Senior Certificate – Groote Schuur High School | Cape Town | South Africa (2013)

PROFESSIONAL EXPERIENCE:

Global Publishers Agency (Freelance) – Key Account Manager
September 2023 – Present:

Focus Areas:

- Interpretation and implementation of business strategy in order to meet or exceed targets.
- Build good and reliable relationships with stakeholders, government institutions and corporate companies.
- Assist in the administration of public relations activities.
- Weekly updates to Managing Directors
- To assist in all sales and marketing activities relating to all products within the division.
- Marketing Intelligence gathering and research
- Handling of client queries.

Curriculum Vitae

SA Biomedical - Fleet Manager & Booking coordinator

April 2022 – September 2023:

(Promotion into a new role within the business)

Focus Areas:

- Attend operations as a stand in sales medical representative within hospitals to aid & assist doctors during Orthopedic surgery.
- Ensure all types of surgical devices and implants are overseen and delivered to the required hospital in time to accommodate orthopedic surgical operations.
- Liaise with medical representatives as to alternative product codes offered to save company cost for the flying in of items from various national branches.
- Ensure all drivers vehicles are maintained and service delivery is achieved through prompt and efficient workflow with various routes coordinated.
- Weekly log of driver performances as to set standards met and any discrepancies attended too to have a healthy and thriving work environment.
- Ensure interns within office and new drivers are trained up adequately and daily reports given to higher management on work improvements and challenges noted.
- Assist marketing, finance, IT & invoicing departments as well as company directors with various daily requirements.

SA Biomedical - Loan Set Clerk

February 2021 - April 2022

SA Biomedical (Pty) Ltd has extensive experience as a leading distributor of cardiology, orthopedic, spinal, surgical, urology & vascular products nationwide

Focus Areas:

- Ensure correct stock is allocated for each general surgery operation required & that remaining stock on hand balances with what the system accounts for in the warehouse.
- Account for each instrumentation sent out as to not compromise any case and that instrument sets maintain a standard of decontamination before dispatching to hospitals.
- Assisting various branches with required items as to accommodate their types of operations scheduled to achieve a company satisfaction service by doctors nationwide.
- Standby shifts for various emergencies that occurred to accommodate trauma cases and patient success rate.
- Responsible for building good and reliable relationships with medical representatives as well as company directors and employees across all branches within South Africa.

Curriculum Vitae

EARLIER CAREER:

Customer Service Representative – WNS GLOBAL | (November 2020 – February 2021)

Customer Service Representative - WNS GLOBAL | (July 2017 – February 2018)

Customer Service Representative - iiNet | (November 2016 – June 2017)

REFERENCES:

- Jasmin Julius – General Manager at SA Biomedical – **+27 76 489 6583**
- Lance Moore – Team Leader at WNS Global - **+27 72 612 9070**
- Morgan Thomas – Team Leader at WNS Global - **+27 83 670 9819**

TRAINING COURSES COMPLETED:

Health & Safety Officer Training Course – Cape Town | South Africa (**2022**)

Level 1 Fire Marshal Training Course – Cape Town | South Africa (**2021**)

SUMMARY OF TRANSFERABLE SKILLS:

- Proven ability to communicate a clear vision and agenda.
- Highly adaptable and goal orientated with a commitment to achieve extraordinary results.
- Strategic thinker with a dynamic approach to problem solving and strategy formulation.
- Excellent interpersonal, verbal and written communication skills.
- Ability to elicit cooperation and negotiate successfully from a wide variety of sources, including all levels of management, clients and other departments.
- Able to work as part of a team or independently to achieve objectives.
- Excellent planning and organizational skills with a strong attention to detail and follow-up.
- Able to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.

CHARACTERISTICS:

- Motivated and able to work under pressure
- Team focused and energetic
- Enthusiastic
- Hardworking and loyal
- Analytical approach and problem-solving ability
- Diplomatic and excellent business judgment
- High Performance Delivery
- Diligent and results-oriented
- Focused, disciplined and driven

OVERVIEW:

I am a dynamic and diligent graduate, and a team player who thrives to achieve excellence through challenges and copes well under pressure. A goal driven individual who has developed an established and responsible approach when given any tasks or presented with any challenging situation. I am effective, proactive, have excellent all-round communication skills and have a sound knowledge of most Microsoft applications. With excellent planning skills as well as a highly organized structure for completing tasks, I think and plan strategically to help deliver the required results and performance targets on time.