

KHUZAMA RADI

SALES COORDINATOR



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Experienced in sales for medical products and laboratory coordination within dentistry, I excel in understanding client needs, driving sales, and ensuring smooth laboratory operations. With a track record of surpassing targets and maintaining high standards, I am committed to delivering exceptional results and contributing effectively to your team.

EDUCATION:

Bachelor's of Dentistry
Damascus University 2019

PROFESSIONAL EXPERIENCE:

Khuzama Radi Dental Clinic **General Dentist | 2021 - 2024**

- Clinical Dentistry: Proficiency in diagnosing and treating a wide range of oral health conditions and performing dental procedures.
- Restorative Dentistry: Expertise in restoring damaged or decayed teeth using techniques like fillings, crowns, and bridges.
- Endodontics: Specialization in root canal treatments and addressing issues related to the dental pulp.
- Prosthodontics: Proficiency in designing and fitting prosthetic dental devices like dentures and dental implants.
- Oral Medicine: Diagnosis and treatment of oral diseases and conditions, including oral cancer screenings.
- Infection Control: Strict adherence to infection control protocols and maintaining a sterile clinical environment.

Zahra Dent **Sales Coordinator - part time | 2023 - 2024**

- Order Processing: Manage and process customer orders efficiently.
- Customer Support: Handle inquiries, resolve issues, and assist with product information.
- Sales Support: Assist with sales reports, presentations, and proposals.
- Inventory Management: Monitor and replenish stock as needed.
- Marketing Coordination: Support marketing activities and organize events.
- Sales Team Coordination: Facilitate communication and collaboration between departments.
- Documentation: Maintain accurate sales records and customer interactions.
- Training: Provide sales reps with product and process training.

LIMOU DENTAL LABROTARY

Dental Labrotary Coordinator | 2019 - 2020

- Manage workflow and scheduling within the laboratory.
- Receive and process orders from dental offices.
- Maintain inventory levels and orders supplies as needed.
- Act like a liaison between the laboratory and clients.
- Document orders, transactions, and communications.
- Provide excellent customer service to clients and patients.

SKILLS:

- Effective Communication skills.
- Dental Technology.
- Ethical and Professional Conduct
- Leadership skills.
- Time management.
- Organized.
- Teamwork.

TRAININGS AND ACHIEVEMENTS:

- Digital Selling Skills At : Insight Training Company.
- Sales Skills: At OSUS Training Company.
- Customer Service Course: At Cross Knowledge Training Company.

LANGUAGES:

Arabic: Mother tongue.

English: Fluent (Speaking, writing and listening).

HOBBIES AND INTERESTS:

- Photography.
- Volunteering.
- Traviling.

PERSONAL INFORMATION:

Date and place of birth: 1996 - Syria.

Gender: Female.

Nationality: Syrian.

Marital status: Single.