

Holds a Bachelor of Petroleum Geoscience and has about 3 years experience working in sales, business development and purchasing.

## **PERSONAL DATA**

Nationality : Egyptian  
Gender : Female  
Residence : Helwan, Cairo

## **EDUCATION**

: Bachelor of Petroleum Geoscience, Cairo University, 2017

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: PetroShahd Petroleum Company: summer training in the exploration general department (2016).

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Oct. 2020 till now  
**Employer** : NAFFCO Misr, 6<sup>th</sup> of October  
**Job title** : Sales Coordinator  
**Job Description** :

- Contributing in the achievement of sales targets by supporting sales teams, coordinating the sales activities and maintaining good customer relationships.
- Ensuring the sales teams have high quality and up-to-date support material by preparing datasheets, submittals, compliance sheets and quotations.
- Handling orders by mail or phone and checking the orders have the correct prices, discounts and product numbers.
- Collaborating with other departments to ensure sales, marketing, queries and deliveries are handled efficiently.

- Managing deadlines and progress across the team to ensure the project is delivered on time and on budget.

**Dates** : From Sep. 2019 till 2020  
**Employer** : Tatweer Petroleum Services, Maadi  
**Job title** : Business Developer & Training Coordinator  
**Job Description** :

- Responsible for coordinating with company executives, sales and marketing representatives to review the current market trends and proposing new business ideas to improve revenue.
- Identify and research potential clients.
- Gather useful information from customers and competitor.
- Setting up the training plan for the fiscal year and scheduling it with the trainers.
- Also responsible for all the coordination's related to the training courses held inside or outside the company as: providing the clients our training plans and upcoming courses and provide them the course material.

**Dates** : From Sep. 2018 till Jul. 2019  
**Employer** : EMESCO Freezone Company, Maadi  
**Job title** : Foreign Buyer  
**Job Description** :

- Receiving the purchasing requisitions and sending requests for non-priced items to vendors.
- Select the best price, delivery conditions as per price comparison analysis and apply the selected vendor prices on the requisitions (PR).
- Update the vendor list & search for new trusted vendors.
- Receive the approved PRs and consolidate the items in the same category to be generated in one purchase order with complete data.
- Follow up the pending PRs in queue.
- Escalate any overdue PRs, claims, orders or any other issue related to the purchasing process to the purchasing head.
- Training the new employees.

**Dates** : From 2018 till Aug. 2018  
**Employer** : EHRS (Exhibitors Hotel Reservation Services) Company, Maadi  
**Job title** : Outbound Sales Agent  
**Job Description** :

- Contacting the exhibitors from the organizations, schools or companies that are going to attend a certain event or conference and offer them our best rates for the hotels.
- Make sure the customers got the lowest rates and highest facilities at their preferred hotels and be able to convince them to book with us as we can provide the best service and cheapest rates to the nearest hotels to the convention center.

**Field of experience** :

- Currently working as a Sales Coordinator in a firefighting equipment supplies and manufacturing company.
- Worked as a Business Developer and Training Coordinator in a petroleum services company for 1 year.
- Worked for almost 10 months as a Purchaser and After Sales

Representative in an oilfield services company. I was able to provide the clients in the oil and gas sector the best service as much as I can and satisfy their needs. Also, I was training the new employees.

- Worked as an Outbound Sales Agent in a hotel reservation services company and I dealt with people from all over the world and could build trusted relationships with them.