

Holds a Bachelor in Business Administration (Major: Accounting) and has about 20 years' experience working in administration, accounting and sales.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/12/1981
Gender : Male
Residence : Nasr City, Cairo

EDUCATION

: Bachelor in Business Administration (Major: Accounting), Modern Academy in Maadi, 2003
: High School: Manarah Islamic Language School, 1999

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: Microsoft (Excel, Power Point, Word).
: Performance Management.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jun. 2019 till now
Employer : Klyne Hygiene
Job title : Key Account Manager
Job Description :

- Being the main point of contact with other corporate companies for offering Hygiene products.
- Responsible for maintaining Client and company relation.
- Finalizing all the deals with the companies and following up in case of any aroused concerns.
- Handling any type of escalations from buyers.
- Develop new business with existing clients.

- Forecast and track key account metrics.
- Prepare reports on account status.
- Negotiate contracts and close agreements to maximize profits.
- Assist customer to choose the best to serve his needs.
- Weekly meeting with head of sales and CEO to discuss our sales and our plan and discuss customer issues.

Dates : From Apr. 2018 till May 2019
Employer : IC Group
Job title : Sales Administration Manager
Job Description :

- Managing Client's data through CRM.
- Hire Administrative staff.
- Train Administrative Staff.
- Manage Administration Staff.
- Evaluate Administrative Staff Performance.
- Perform Administrative Tasks.
- Distributing leads on the CRM among the team.
- Following up on the sales done and ensuring deal closure.
- Maintain and update sales and customer records.
- Develop monthly sales report.
- Communicate important feedback from customers internally.
- Stay up-to-date with new offers and inform sales and administration team about.

Dates : From Apr. 2013 till Oct. 2017
Employer : National Oilwell Varco
Job title : Service Administration
Job Description :

- Hire Administrative staff.
- Handling invoices for: spare parts, all car Services).
- Train Administrative Staff.
- Manage Administration Staff.
- Evaluate Administrative Staff Performance.
- Perform Administrative Tasks.
- Following up customer's request.
- Following up (Quotations, POs, Billing, Collection).
- Coordinate all department requirements (Helmets, Safety equipment, tools).
- Meetings with customer to follow up required Visits and other issues.
- Make sure that all documents for each job is in place (hard and soft copies).
- Make sure that invoices are ready to send to customer with all required documents.
- Following up with customer Rig locations and make sure to handle a safe trip for our engineers.
- Reporting for safety and security department trip status.
- Handling top management visits Hotel, Cars, and Flight and meeting rooms' bookings.
- Coordinate with all other departments (purchasing, collection, spare parts, etc.).

- Make sure that all work is done and customer satisfied.
- Attending all meetings with top management in behalf of the service manager and take important points and discuss all issues and all jobs quarterly.
- Reporting weekly and discuss with Head of Administration team (Mena Manager) all past and incoming jobs.

Dates : From Mar. 2010 till Mar. 2013
Employer : Barclays Bank (Personal Loan Department)
Job title : Senior Sales
Job Description :

- Responsible for ensuring loans and facilitating the loan.
- Ensuring closure of the loan deal.
- Cross selling different types of loans.
- Analyzing sales metrics to determine whether current sales strategies effective.
- Make sure that all sales administration and customer services activities run smoothly.

Dates : From Nov. 2008 till Feb. 2010
Employer : El Shohada Hotel (KSA)
Job title : Senior Corporate Sales
Job Description :

- Dealing with corporate companies (ex: medical companies, petroleum companies and automotive companies) to arrange seminars and event bookings in the hotel.
- Make lists of potential clients and conduct surveys to identify customers actively seeking a hotel.
- Contact customers via calls or arranged meetings to discover their needs and requirements.
- Provide customers with a list of available services and their accompanying prices and offer discounts when necessary.
- Sales conduct price negotiations with customers on behalf of the hotel management to reach a favorable bargain for both parties.

Dates : From Apr. 2007 till Aug. 2008
Employer : Alico Life Insurance
Job title : Team Leader Sales
Job Description :

- Managing a team of 8-10 employees that are responsible for offering life insurance.
- Following up on the deal and ensuring on finalizing the deal.
- Assist Managers in sales Strategy Development.
- Keep Informed of New Products and Services.
- Recruit, Train and Coach the Sales Team.
- Set Sales Targets and Motivate Sales Team.
- Prepare Sales Reports.

Dates : From Mar. 2003 till Mar. 2007
Employer : Citi Bank
Job title : Relationship Manager

- Job Description** :
- Responsible for ensuring car loans and facilitating the loan.
 - Ensuring closure of the loan deal.
 - Create plans.
 - Communicate customers.
 - Coordinate with other departments to close deals.