

Holds a Bachelor in Commerce (Accounting) and has over 12 years hands-on experience working in sales field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 06/10/1987
Gender : Male
Marital Status : Single
Residence : Giza, Cairo

EDUCATION

: Bachelor in Commerce (Accounting), Thebes Academy (ITA), 2010

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: Computerized Accounting.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Feb. 2015 till now
Employer : Orange Egypt, Telecommunications - Egypt
Job title : Retail Senior Specialist
Job Description :

- Sales Representatives at Mobinil Stores.
- Handling new & exist customers sales transactions.
- Solving issues for existing customers and new customers.
- Achieve targets by exceeding the customer's needs.

Dates : From Jul. 2013 till Dec. 2014
Employer : TE Data, Internet & E-Commerce - Egypt
Job title : Tele-Sales & Info Call Center

- Job Description** :
 - Sales Representatives for new customers.
 - Handling new subscribers and follow up.
 - Solving issues for existing customers and new customers.
 - Exceeding the customer's needs by going the extra mile.
- Dates** : From May 2012 till Jun. 2013
- Employer** : Bitunil, Petrochemicals – Egypt
- Job title** : Export Sales Coordinator
- Job Description** :
 - Export Sales Coordinator is the link between sales representatives, accounting department and logistics.
 - Acting as Sales Representative in the order preparation process for customers in all regions globally.
 - Responsible for completion of all accounting transactions between the sales team and operations/logistics.
 - Plan and prepare schedules for sales representatives.
- Dates** : From Jun. 2010 till Apr. 2012
- Employer** : Confidential Company, Journalism & Publishing - Egypt
- Job title** : Office Manager
- Job Description** :
 - Managing the internal and external communication.
 - Coordinate conferences and interviews scheduling.
 - Acting as secretarial in terms of booking airline tickets and news translation.
 - Dealing with the Network, application, software and computers difficulties.
- Dates** : From Jun. 2008 till Jun. 2010 (during education)
- Employer** : Gulf Limousine, Automotive - Sales & Repair Services - Egypt
- Job title** : Assistant Office Manager
- Job Description** :
 - Supporting the individual customers & corporate customers in terms of the services provided by the company.
 - Maintaining the customer relations.
 - Managing the internal and external communication.
 - Handling daily cash flow and monthly budgets.
- Dates** : From Feb. 2007 till Apr. 2008 (during education)
- Employer** : Raya Contact Center, Telemarketing - Egypt
- Job title** : Senior Telesales Rep.
- Job Description** :
 - Telesales for Alex Bank Credit Cards and Debit Cards.
 - Delivering a world-class services over the phone to our customers.
 - Providing the best quality using soft skills and ownership concepts.
 - Exceeding the customer's needs by going the extra mile.
- Dates** : From Jan. 2005 till Dec. 2006
- Employer** : Shimy Marine "YAMAHA Franchise", Marine Services - Egypt
- Job title** : Office Administrator

- Job Description** :
- Handling Yamaha Franchise for jet ski, outboard motor and beach buggy maintenance.
 - Responsible for spare parts stock.