

Holds a Bachelor in Commerce and has about 8 years experience working in sales, administration and data entry.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 17/11/1988
Gender : Male
Marital Status : Single
Residence : Maadi, Cairo

EDUCATION

: Bachelor in Commerce, Menoufia University, 2011

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: Photoshop, Image Ready, MS Project, CRM, T24

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2016 till Jul. 2017
Employer : Commercial International Bank (CIB), Cairo
Job title : Tele-Sales Executive
Job Description :

- Contact potential or existing customers to inform them about a product or service.
- Call customers and making presentations of product/ services.
- Generate sales according to the monthly and annual target.
- Answer questions about products or the service.
- Ask questions to understand customer requirements and close sales.
- Direct prospects to the field sales team when needed.
- Enter and update customer information in the database.
- Keep records of calls and sales and note useful information.
- Achieve the agreed individual sales targets ensure compliance with the bank's policies and procedures.

Dates : From Dec. 2015 till Aug. 2016
Employer : Bank Audi S.A.E, Cairo
Job title : Corporate Sales
Job Description :

- Meeting with and interviewing corporate and personal customers, discussing their financial requirements, and providing appropriate financial advice.
- Reaching out to new customers and making presentations of product/ services.
- Understanding the client requirements and then customizing the product/ services as per their needs.
- Building long term relationships with existing, as well as, new clients.
- Generate sales according to the monthly and annual target.
- Data reporting to management and gathering market intelligence.
- Arranging and participating in face to face meetings with the customer.
- Promote bank retail products and services to potential customers by making proactive sales efforts and capitalizing on cross selling opportunities in order to achieve the sales targets.
- Achieve the agreed individual sales targets ensure compliance with the bank's policies and procedures.

Dates : From 2013 till 2015
Employer : EgyGulf - Educational and Consulting Services, Cairo
Job title : Administrative Coordinator
Job Description :

- Document/record information, maintain files, process all paper work, and to perform day to day administrative tasks.
- Typing the letters related to the contracting documents according to the procedures.
- Scan the letters and keep the soft copy according to filing system.
- Provide information by answering questions and requests and manage files, record systems.
- Accomplish organization mission by completing related results as needed.

Dates : From 2010 till 2011 (during education)
Employer : Future Academy - Training & Consulting Solution, Menoufia
Job title : Data Entry
Job Description :

- Prepare source data for computer entry by compiling and sorting information; establishing entry priorities.
- Process customer and account source documents by reviewing data for deficiencies.
- Enter customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Update data and delete unnecessary files and print information when required.

Dates : From 2009 till 2010 (during education)
Employer : ITEX Technology - Software Programming, Menoufia
Job title : Graphic Designer

- Job Description** :
- Developing design briefs by gathering information and data through research.
 - Thinking creatively to produce new ideas and concepts.
 - Collect photos and images, as well as manage and maintain graphic files including logos, photos and art, including retailers' logos.
 - Recommend material of production and oversee production and design process to ensure the highest quality.
 - Developing interactive design.