|  |  |
| --- | --- |
|  | **Curriculum Vitae of: Khalid**  [**Khalid.261378**@**2freemail.com**](mailto:Khalid.261378@2freemail.com) |

Well motivated candidate with more than 9 years of variable practical experience, seeking a challenging and rewarding position in a reputable organization to utilize my talents, abilities and skills; obtained trough-out my education, field trainings and modest working experience.

I have a lot to give, if offered to satisfy my appetite for fruitful team work and my desire reach high standards.

**RESUME:**

Identity:

|  |  |  |
| --- | --- | --- |
| C:\Documents and Settings\Administrator\Local Settings\Temporary Internet Files\Content.Word\scan 004.jpg | : Egypt: 03/09/1983 : Muslim :  : Holding both UAE, and Egypt Driving Licenses | **Nationality**  **Date of Birth**  **Religion**  **Driving license** |

**Education:**

High education stage:

* University name: South Egypt University
* Faculty: Faculty of Social Worker Psychology
* Grade of graduation: Good
* Year of graduation: 2005

**Professional courses:**

* I.C.D.L from UNESCO authorized office - Cairo - Egypt {Nov 2004}
* Author ware program Certificate - Helwan University - Egypt {Aug 2005}
* Modern marketing strategies diploma. (Canadian Training Center of Human Development)
* Secret of Successful personality. (Canadian Training Center of Human Development)
* Sales Diploma. (Canadian Training Center of Human Development)
* Management strategies. (Canadian Training Center of Human Development)
* Creative Thinking. (Tala Abu-Ghazaleh professional Group)

\* All original certificates are available when needed.

**Computer skills:**

* Microsoft office
* Photoshop
* Hardware & network maintenance

**Talent skills:**

* Arabic: {Mother Language}
* English: {Fluent: Speaking/Reading/Writing}
* Professional PC command
* Excellent selling skills in addition to good marketing talent
* Communication, presentation, negotiation and relationship building skills
* Strong team player
* People focus, Goal Oriented, Organized, Ambitious and Loyal
* Fast learner, problem solver
* Excellent attention to details and accuracy

**Employment history:**



**Job Description:**

**Main task:** promoting bank products (bank loans + personal loans + banker insurance … etc) to customers in his sales area and permanent search for new customers

**Positions held:**

**1. Sales Representative-DSA (Direct Sales Administration) January 2013- June-2014**

* Promote bank products to existing customers and attract new customers
* Know all the information related to the products and provide a full explanation about the customers. (After training period)
* Getting hired from customer requests
* To ensure customer satisfaction with the services provided
* Constant communication with customers and good handling and providing bank services in the best way
* Cover all customers throughout the geographical area in which it operate Delegates. And required of it by the administration
* Bank dues collection and follow-up of debt when the customer without delay

There are other tasks assigned to it by the management or executive management related field of work

* Indirect sales (malty products) in Commercial Bank of Dubai, since 2013 up to date

1. **Senior Sales Representative -DSA (Direct Sales Administration) July 2014- September 2015**

* Coordination & Support to the Outdoor sales team
* Organizing the operations for the Team leader
* Promote bank products to existing customers and attract new customers
* Know all the information related to the products and provide a full explanation about the customers. (After training period)
* Getting hired from customer requests
* To ensure customer satisfaction with the services provided
* Constant communication with customers and good handling and providing bank services in the best way
* Cover all customers throughout the geographical area in which it operate Delegates. And required of it by the administration
* Bank dues collection and follow-up of debt when the customer without delay

There are other tasks assigned to it by the management or executive management related field of work

* Indirect sales (malty products) in Commercial Bank of Dubai, since 2013 up to date

1. **Team Leader -SSU (Sales Support Unit) Present**

* Directing Sales Team operations
* Client Servicing Role in getting client’s feedback and requests for the below:
* Personal Loan
* Credit Card
* Home finance
* Auto loan
* Insurance
* Reporting to the Area Sales Manager
* Support for the sales team in terms sharing leads with them
* Problem solving based client’s feedback
* Following each client’s file and advise about giving the Top-up opportunity
* Manages the team to set annual performance goal, monitor performance and provide constructive feedback to improve performance



Position Held:

**Main Task:** Administration at sales & marketing Department – marketing management- (4 years).in RAK free Trade Zone and GAZFA

1. **Sales & Marketing Administrator**

* **Job Description:**
* Formulates and implements marketing strategies for assigned areas.
* Sets and implements yearly marketing calendar
* Plans, develops and implements effective marketing campaigns for the assigned branches
* Ensures that brand building strategies are implemented in all branches.
* Finds out new markets for business expansion and prepare feasibility study report.
* Conducts market research and providing information pertaining to competitors, market trends and business performance.
* Manages inventory of marketing materials and ensures all are up to date.
* Develops and implements promotional activities like advertising, media programs, trade show, point-of-purchase displays, and local marketing programs. Prepares annual marketing budgets in consultation with the management team and allocate resources to territories, broken up by season, campaign, media, etc.
* Plans, designs, writes and produces of the marketing materials.
* Works with external agencies and third parties to ensure successful deliver of campaigns.
* Provides innovative solution for new POS materials for stores.
* Manages the team to set annual performance goal, monitor performance and provide constructive feedback to improve performance
* Maintains daily tracker for marketing team.
* Creates opportunities for cross promotion and co-branding.
* Organizes promotional events and exhibitions.