**HAITHAM**

**Mobile Phone:****C/o 0505891826**

 **E-MAIL :** **haitham.263869@2freemai.com**

* **OBJECTIVE **

**To develop and update my knowledge, my skills and be part of the team that dynamically works towards the growth of the company.**

 **Seeking a Respectable Position in Customer Service, Marketing, Sales and Public Relation in an International Organization**

**EXPERIENCE**

**GIVANI FURNITURE ( HALABI GROUP BRANCH MANAGER )**

 **FROM 03-2012 TILL NOW**

* **Having excellent brand management, sales, customer service & people management skills; I have a good understanding of emerging marketing trends & consumer requirements. In addition, I am a keen analyst with exceptional negotiation and relationship management skills and abilities in liaising with external agencies.Instruct staff on how to handle difficult & complicated sales plan.**
* **prepare work schedules & keep records of employees' work schedules & time cards**
* **Monitor sales activities to ensure that customers receive satisfactory service & qualitygoods**.

**KARE DESIGN ( HALABI GROUP BRANCH MANAGER )**

 **FROM 04-2011 - 03-2012**

* **GIVANI FURNITURE ( HALABI GROUP assistant manager) assist in the preparation of yearly and monthly target of sales team 10 [ 10/2008 – 6-2011 DUBAI ]**

* **VIVA STORE (FASHION STORE sales executive) achieving the sales target, resolving customer’s issues and coordinating with the management. [ 05/ 2007 DUBAI ]**

* **GHABBOUR AUTO (sales executive) making a new customer& marketing the products, answering and following up on all customer queries and updated on a regular basis [ 2006/ EGYPT]**

**●Paragon Management Solution [2005 /EGYPT]**

**● Sales Coordinator.**

**●Full Time.**

* **PERSONAL INFORMATION**

**EXCELLENT IN COMMUNICATION SKILS**

* **Ability to work under tremendous work pressure & meet with the dead-lines with ease and efficiency.**
* **Motivated, persistent & amp, hard working individual with an eye to detail.**
* **Organized and well aware of all type of office jobs.**
* **Bilingual with very good education, back ground and communication skills.**
* **Pleasant personality with the ability to communicate and interact with with people.**
* **Ability to learn quickly and adapt to change environments.**
* **Personal relation dealing effectively with people at all levels.**
* **Bottom-line achievements based on analytical skills, planning and creative solution.**
* **Educational background**

 **(AL MENOUFIA UNIVERSITY 2004)**

 **B.SC. FROM FACULTY OF EDUCATION DEPARTMENT OF TECHNOLOGY**

 **GRADE: GOOD**

* **COURSES / CERTIFICATE**



**(ATT 2004)** **[ AAt] American Academy Of technology in Cairo**

 **Diploma in Up- Skills Selling U.S.S. \*\* Co- Operate between Cambridge and American University in Cairo.** 

 **(MARK 2005) Marketing and Advertising Research Centre Sales Certificate from [MARK] Marketing and Advertising Research Centre.**

* COMPUTER SKILLS
* Microsoft word, access, power point, out look.
* Microsoft office 97 & 2000 & 2003 & widows XP & ms excel
* Data entry, typing English & amp: Arabic
* Introduction network
* Good treatment on the internet searching
* **Language Skills**
* **English: VERY GOOD (written, spoken )**

 **Arabic: Native**

* **Personal details**
* **Date of birth : 18/10/1983**
* **Nationality : Egyptian**
* **Marital status : Married**
* **Visa status : residence visa**
* **HAVING VALID UAE DRIVING LICENCE**