Curriculum Vita (CV)

MAHMOUD

Seeking a challenging position with a progressive organization that will effectively  
utilize my knowledge and expertise, where I can grow with the organization and  
prove to be an asset for its effective functioning, be a team player for the  
achievement of organizational goals and its success.

Personal Data

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| Date of Birth | 02 Jun 1984 |  |
| Email | [MAHMOUD.314324@2freemail.com](mailto:MAHMOUD.314324@2freemail.com) |  |
| Education |  |  |
| Bachelor's Degree | Accounts Bachelor, Ain Shams University, Egypt, 2006. |  |
| Work Experience | |  |
| Sales aqent | Dunia Finance - Abu Dhabi, UAE. June 2017 | — Till Date |
| Sales & Customer Care Carrefour Marina Mall - Abu Dhabi, UAE. Apr 2015 | | - May 2017 |
| Sales Out Door | Hegazi Hits Co. - Cairo, Egypt. March 201 3 | - May 2014 |
| Sales | Quick Air Tourism Co. - Cairo, Egypt. Aug 201 1 | - Jan 201 2 |
| Customer Care | Al Shimmari Group for Automobiles - Dammam, KSA. Oct 2010 | - Jan 2011 |
| Customer Care | Resala Charity Organization — El Mansoura, Egypt. May 2017 | - Sep 2010 |
| Key Expertise |  |  |
| Sales | Accountinq Relationship Man | aaement |
| Prepare financial statements Issue Resolution Purchasing prepare management reports Documentation Administration Handling Debit & Credit Accounts Handle journal entries Work Scheduling Vendor Management Customer Service | |  |
| Languages |  |  |

**Arabic**: Native.

**English:** Good (read, write, speak)



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| Key Responsibilities | |
| As Sales As Customer Care | |
| • Develop and maintain a thorough knowledge of • | Greetings customer politely. |
| Rumpke’s services and pricing structure. • | Give answers to customers' questions or concerns |
| • Identify leads, manage prospects and acquire new | related to the product. |
| business. • | Communicate and assist customers in any way |
| • Determine customer needs and propose appropriate | possible and as the customers may require. |
| service needs. • | Deal with customer’s complaints professionally and |
| • Meet or exceed the new business sales goals. | with restraint. |
| • Complete scheduled and cold call prospecting • | The best relationship and explain our products the |
| activities to establish first and follow up | best quality and details of materials used. |
| appointments with customer decision makers. • | Monitoring and coordinating the production of |
| • Utilize the company’s Growth Management System | promotional materials. |
| on a daily basis, scheduling and documenting • | Overseeing and implementing product distribution. |
| activities, and developing prospective customer , | Attending and organizing sales promotional events |
| profiles. | and exhibitions. |
| • Develop and maintain an awareness of market , | Coordinating with and reporting to managers to |
| behavior and competitive trends and respond | carry out campaigns. |
| accordingly. |  |
| • Regularly meet with Sales Supervisor to review • |  |
| weekly sales activities, progress on goals, and status |  |
| of prospective customers. |  |
| Personal Abilities |  |
| • Motivated and hardworking |  |
| • Flexibility in working conditions |  |
| • Individual, skilled in problem solving |  |
| • Responsible, efficient with an excellent work ethics. |  |
| • Excellent interpersonal and communication skills. |  |
| Training and Certification |  |
| • Effective Connection Delta Academy, Egypt | |
| • ICDL Canadian Training Organization, Egypt | |
| • English General Canadian Training Organization, Egypt | |
| Computer Skills |  |
| • Excellent Microsoft MS Office including Word, Excel, Access, Power Point, Internet and E-mail. | |
| Hobbies and Interests |  |
| • Reading & Travelling. |  |
| References |  |
| • Available upon request. | |

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