***CURRICULUM VITAE***



**Waleed**

**Email Add.** **Waleed.361785@2freemail.com**

**Add.: Sharjah, U.A.E**

**Career Objective:**

 Looking for a professional Environment Where I can achieve the Company’s

 Objectives, Growing and Proving Myself with hard work, Where leading and

 Working seems to be a pleasure and an Experience.

**Distinctive Job Profile:**

With 7 years of experience in U.A.E in the field of Sales &

 Retail industry, Nurtured a good leadership foundation

 Gained through trainings during the period of employment.

**Qualification:**

* Bachelor degree in Accounting, Faculty of Commerce

 Mansoura University, May 2006.

* Graduated from Technical and Commercial Institute

 Mansoura University, May 2002.

**Professional Experiences:**

 Company Name: Rivoli Group L.L.C, Dubai, UAE

 Rivoli Prestige Store, Mall of the Emirates, Deira City Center

 From 2007 till Date.

 Position: Store Supervisor.

Duties & Responsibilities:

* Understanding and providing assistance in satisfying customer need & Quires about

Products, prices and services.

* Advising customer on product ranges best suited to their needs.
* Achieving the sales target & focus on increasing sales by using advanced

Sales techniques.

* Maintaining customer relationships in order to build long term brand loyalty.
* Handling new launches, promotion of products and visual merchandising.
* Coordinating with customer care center for after sales services.
* Following all company procedures in ordering, cash handling and other common Practices.
* Implementing CRM at store level and providing relevant feedback.
* Ensure stock replenishment at all time.

**Professional Experiences:**

 Company Name: El Tawfekeya Trading Company, Egypt.

 For Cooling and Refrigerating.

 From Feb’2006 to Aug’ 2007

 Position: Accountant.

Duties & Responsibilities:

* Prepares assets, liability, and capital account entries.
* Examine statements to ensure accuracy.
* Ensure that statements and records comply with laws and regulations.
* Compute taxes owed, prepare tax returns, ensure prompt payment.
* Inspect account books and accounting systems to keep up to date
* Organize and maintain financial records.

**Courses and Certificates:**

* E-Learning Certificate-Xpert Learning from Skillsoft Company 2010.

 For Successfully Completion the Following E-Learning Courses.

 (1)-Customers, Conflict and Confrontation. (2)- Enhancing Listening Skills.

 (3)-Getting Results by Building Relationships. (4)-Sales Communication Foundation.

 (5)-Service Teams and Service Stars. (6)-Creating a Positive Attitude.

* Quickbooks Accounting Course, 2011.
* Excel Accounting Course, 2011.
* Peachtree Accounting Course, 2007.
* Bookkeeping Accounting Training Courses (Journals-Ledgers) , (Manual and Electronic Accounting), 2007.
* Cambridge English Training Course, Mansoura University, 2006.
* Computer Training Course, Mansoura University, 2006.
* Training Courses in Sales from (Pharco Medical Company), 2002.

**Skills:**

* Excellent communication & good selling skills.
* Good personality and immaculately groomed.
* Basic numerical ability & IT skills.
* Excellent languages skills.

**Personal Details:**

Material Status: Married

Nationality: Egyptian

Language: Arabic & English

Place of Resident: Dubai, U.A.E

Visa Status: Employment Visa

Driving license Valid ( UAE )