 **Nationality: Egyptian**

**Curriculum Vitae**

[**AYMAN.367214@2freemail.com**](mailto:AYMAN.367214@2freemail.com)

**AYMAN**

**AYMAN is a marketing representative who has interpersonal skills to maintain trustworthy professional relationship with the existing as well as the prospective customers**

**Education**

● **Faculty of Commerce, Mansoura University 2012.**

**Courses**

* **general English course,**

**Full course In the American language center (ALC), amid east**

* **International Marketing Introduction Course:**

[**Bright Mind House**](https://www.facebook.com/BrightMindH?fref=nf) **Training Center & Consulting Business**

* **Peach-tree Program**
* **Perform New Company Set-Up**
* **Use Accounts Payable Functions**
* **Use Accounts Receivable Functions**
* **Use Inventory functions**
* **Adding Vendors, Customers, Items/Inventories**
* **Quotation, Sales Orders, Sales Invoices and receipts**
* **Prepare Purchase Orders, and Invoices**
* **All General Ledger Reports, Accounts Receivable Reports,**
* **Accounts Payable Reports, Inventory Reports, Budgets Reports**
* **International computer drive license (ICDL) v5 windows 7 office 2010 amid east**

**Job history**

**ALSAEED PANASONIC GEN.TRD**

***From 1/10/2014 till now***

***Location: DUBAI - UAE***

***Business: Import & export (agent for Panasonic ac spare parts)***

***Position:* marketing representative**

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**My responsibilities include but are not limited to the following:**

1. **Meeting up with the Purchases Managers of the ac spare parts companies in DEIRA spare parts market to promote to them the company products.**
2. **Visiting the water cooler manufactures all over the UAE as well as the**

**Ac maintenances companies and constructers companies which are working in projects using ac spare parts**

**B – Attending the trading exhibitions at DWTC DUBAI WORLD TRADE.**

**D- Doing the exporting documents (invoices - packing lists - country of origins)**

**E- Obtain the market prices and information in order to analyze**

**the Competition in the market**

**F- Managing spare parts showroom and coordinate with the company departments to supply the showroom’s needs**

**EXPORT VALLEY**

***From 1/8/2012 to 25/7/2014***

***Location: DAMEITTA PORT - EGYPT***

***Business: Exporting Agricultures & Fruits***

***Job Position:* Export Sales executive**

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**My responsibilities include but are not limited to the following:**

1. **Responsible for The Company’s accounts on the internet trading sites like (alibaba - tradeford – tradekey).**
2. **Receiving the foreign visitors customers to the company’s sales office from all over the world in order to explain the products advantages , showing the samples , negotiate the prices , finalizing the deals**
3. **Doing the exporting documents ( invoices - packing lists - country of origins )**
4. **Coordinate with the local suppliers To meet the client's wishes on their shipment such as packing and quality**

**Self-study**

* + - * **Strategic marketing book by ANDREW WHALLEY**
      * **Accounting principles book by WEYGANDT, KIMMEL, KIESO**
      * **“English for you “ online English course Intermediate and advanced package**
      * **Duolingo online French course**

**General kills**

* **Fluency in English speaking writing reading listening** 
  + - * **Fair in French reading writing**
      * **Excellent in computer & internet skills**

**Microsoft office & focus & peach tree & Photoshop & Corel draw programs**

* + - * **United Arab Emirates driving license**
      * **Member of the Association of Zewail city friends (Damietta Team) which aims to the definition of Zewail City and encourage people to participate scientific and financial in the national project.**
      * **Member of shabab el kher association for Serving the poor and needy and developing the skills of youth.**
      * **Excellent verbal and written communication skills, interpersonal, and presentation skills**
      * **Strong problem solving skills, and keen attention to details**
      * **Excellent organizational, planning, teamwork, collaboration, and multitasking skills**

**Reference will be provided upon request**