El Sayed

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| Objective | Seeking a suitable position with reputed organization where I can utilize my experience & skills. |

Date of Birth : 05-08-1990

Nationality : Egyptian

Marital Status : Engaged

Languages : Arabic, English

Email : [elsayed.48002@2freemail.com](mailto:elsayed.48002@2freemail.com)

1. Work Experience:

* HASSAN ABUL COMPANY:(Kuwait) (From Dec 2013 till Mar 2015)
* Sales Executive :
* Duties and responsibilities:

1. Display and/ or demonstrate products to customers by using samples or catalogs and emphasize saleable features and benefits.
2. Qualify clients, quote prices and credit terms and prepare sales orders by collecting and documenting all necessary information.
3. Determine date of delivery based on information provided by customer.
4. Assist in effective display of merchandise (marble, ceramics, sanitary equipment’s, etc.) in order to attract the customer which can lead to Sales.
5. Coordinate with draftsmen for drawings, site measurer/ fixer for obtaining exact site measurements.
6. Responsible for the entire sales cycle from generation of sales leads to delivery of materials and follow up for payment claims.
7. Inspection of site and materials with customers to ensure customer satisfaction.
8. Accurately enters new customer data and other sales data of customers into computer database.
9. Develop and maintain relationship with customers.
10. Investigate and resolve customer complaints.
11. Any other responsibilities as such assigned by the Management.



* **ElKamony Motors**:(Egypt) (From Oct 2010 till Nov 2013)
* Sales Executive
* Duties and responsibilities:

1. Selling both new and used cars as well as finance and related product.
2. Selling and promoting Finance, Insurance products and Paint Protection.
3. Demonstrating vehicles to customers, including taking them for drives.
4. Reporting to the vehicle Sales Manager on activities, reviews and analyses.
5. Meeting customers face to face and holding sales discussions with them.
6. Writing up sales contracts.
7. Representing the company at trade exhibitions, events and demonstrations.
8. Negotiating the terms of a sales agreement and closing sales.
9. Following-up in-bound telephone enquiries, walk in prospects and emails enquiries.
10. Arranging appointments via Internet Leads.
11. Preparing car purchase packages.
12. Cold calling up qualified sales prospects.
13. Delivering vehicles to customers.
14. Liaising with the showroom body shop to ensure that vehicle repairs are carried out quickly.
15. Training Courses:

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* Successfully completed Amadeus system for booking.
* Successfully completed Galileo Functionality & Ticketing from Kuwait.
* Successfully attended English conversation course at harvest training center
* Having an American certificate in conversation.
* ICDL (International Computer Driving Licence).

1. Education Level:

* Graduate from : Faculty of Commerce (Mansoura University)
* Major : Accounting&Business Administration
* Minor : Accounting
* Year of Graduate :May 2012
* Overall Grade :Good

1. Skills:

* Languages skills:
* Arabic (Mother tongue).
* English (Perfect Command of spoken and written).
* Computer skills:
* Graphic Design: Adobe Photoshop (Self Study)
* Software/Other Tools: MS Word, Excel, Power Point, Outlook, Painter,
* Excellent at surfing & searching the Internet & at using a lot of Internet applications.
* Communication skills:
* Speaking effectively.
* Listening attentively.
* Expressing ideas.
* Gathering information's.
* Work skills:
* Leader ship.
* Solving problems.
* Co-operating.
* Handling details.
* Personal skills:
* Adept to work under pressure
* Capable with good interpersonal communication skills.
* Motivated team player, Flexible and courteous
* Love challenge and hard working
* Willing to expand knowledge through training and experience

Dear Sir,

This is in connection with the vacancy in your esteemed organization referred above. I consider it my pleasure and privilege to offer myself as a candidate for the same and I am enclosing my Bio-Data (or Curriculum-vitae) for your kind perusal. Considering my experience and qualifications in the relevant field, I am confident of doing full justice to the work, if I am given the opportunity.

Thank you in the meanwhile.

Yours sincerely,

El Sayed