Mohamed

Sales Coordinator – Operation director

[***Mohamed.285100@2freemail.com***](mailto:Mohamed.285100@2freemail.com) –ABU DHABI / UAE

To obtain a position as a Sales coordination with reputable organization. Offering extensive experiences of coordinate & Handel 30 sales – operation management – add the Target for all sales

|  |  |  |
| --- | --- | --- |
| Experience |  | Sales Coordinator: El-Tarek automotive – authorized Agent (Egypt,Cairo), 2013-2016   * Coordinator Branch Mall-OF Arabia * help sales représentatives improve their productivity and spend more time selling * contribute to customer satisfaction by ensuring the accuracy and timely processing of orders * Sales coordinators maintain sales records as a basis for reports to the senior management team * prepare reports on sales by individual representatives, sales by product line and sales to individual customers * Provide information to the finance department on incoming and completed orders as a basis for forecasting cash flow. * handle ordres by telephone, email or mail and check that they include correct prises, discounts and Product numbers, contacting Customer to resolve any queries * Coordinate and follow up sellers (30 SALES) * Keep track of the daily deliveries of cars * Enter data daily bookings * Follow-up of credit with respect to cases of banks * Keep track of cars required of Alexandria and coordination with other teams * Set target to 30 sales and support them to achieve   Accountant: Gasser Auto - Auto Trade : (Egypt, Cairo), 2012 – 2013   * Customer and supplier accounts officer * Treasury official * Preparation of general taxes and sales taxes accounts * Public reporting of sales and purchases, preparation expenses Analysis Report * Public Accounts for a company official   Accountant,branch’scoordinator : Future company (Egypt, Cairo),2009-2012   * For trading-export-import (Clothes) * Responsible for stores of imported clothes * Prepare customer’s order and send their goods * Prepare customer’s bills * Follow up (Dona Donny) shops attitude in the parts of imported clothes * Follow up the customer’s needs * Make a monthly check of the numbers of every kind of good * ensure financial records are maintained in compliance with accepted policies and procedures |
|  |  |  |
| Education |  | * .**2004 – 2010:** **B.S. in commerce. Accounting department**   **Cairo University** |
| Courses: 2011 | Basic | Business skills acquisition (BBSA) sponsored by (FGF)   * Developed Language and Computer skills * Communication skills * customer service * Enhanced Presentation & Project Development |
| Achievements |  | * Target sales increase 30% to sales officials * Increase the proportion of branch sales from 4,200 to 6,000 car in the last 2 years * Improve the performance of the branch * Improve the performance of sales official * became a special adviser to the director of the company |
| profile summary |  | * 6 years’ experience in (accounting – fashon&automotive)(operation- &coordinating – automotive) |
| self Skills |  | * Able to work independently and efficiently to meet deadlines. * strong communication skills, * persuasive and polit * Very good knowledge of Windows, Word, Excel |
| Soft SkillsPersonal info |  | I am self-motivated person who is diligent and ambitious.  I am adaptable and willing to learn and take on new challenges.  I am highly professional, confident, organized and possess a pleasing personality and have the ability to interact well with the people.   * Nationality                            : Egyptian * Visa Status                            : Tourism VISA |