Mohamed

Sales Coordinator – Operation director

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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

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| 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
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| 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
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| 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
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| profile summary |  | * 6 years’ experience in (accounting – fashon&automotive)(operation- &coordinating – automotive)
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| self Skills |  | * Able to work independently and efficiently to meet deadlines.
* strong communication skills,
* persuasive and polit
* Very good knowledge of Windows, Word, Excel
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| 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
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