Hamdy

Sales Representative

E-Mail hamdy.380329@2freemail.com

Personal Data:

Date of Birth : 08/03/1991 (26)

Nationality : Egyptian

Visa Status : Visit Visa

Summary:

Seeking a challenging career in a company to utilize my education and to acquire my

Career aspirations and where my interpersonal skills could be recognized, applied and

Developed where I can use my talents to grow and expand the company.

Language Skills:

* Arabic: Mother Tongue.
* English: Reading, Writing, Conversation. (Very Good).

Professional Experience:

Sales Representative Executive,

Dec 2015 – Jan2018: Job Title **“Sales Representative Executive** “- **" TiE House "** - Egypt

**Key Responsibilities:**

* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and

Analyzing sales options

* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new
* Opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and

 Competitors.

* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications;
* Establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed

**Sales Representative,**

**Dec 2013 - Sep 2015: Job Title “Sales Representative" - "Maximus" - Egypt**

**Key Responsibilities:**

* Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature.
* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
* Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
* Recommends changes in products, service, and policy by evaluating results and competitive developments.
* Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management
* Provides historical records by maintaining records on area and customer sales.
* Contributes to team effort by accomplishing related results as needed.

**Sales Representative,**

**Dec 2011 - Sep 2013: Job Title “Sales Representative" - "ImIm" - Egypt**

**Key Responsibilities:**

* Establish new accounts by organizing and planning daily work schedule to build on existing or potential sales outlets
* Study the type of sales outlet and adjust content of sales presentations
* Study potential volume of dealers and focus on sales efforts
* Make and submit orders by referring to product literature and price lists
* Gather current marketplace information on newly introduced products, delivery schedules, pricing, and merchandising techniques in order to monitor competition
* Investigate problems; prepare reports; develop solutions, and make recommendations to management in order to resolve customer complaints
* Attend educational workshops; review publications, and be involved in professional societies
* Provide historical records by keeping records on customer inquiries and sales
* Contribute to team efforts in accomplishing organizational goals.

Extracurricular Activities:

* Certificate of Award for English Access Micro scholarship Program.
* English Access Micro scholarship Program.
* Institute of Cultural Affairs for the Middle East and North Africa – Egypt “Volunteer Child”.
* English Access Alumni Network Camp.

Computer Skills:

* MS Office Fluency (Windows, Word, Excel, PowerPoint, Internet, Outlook).
* Excellent data entry skills (for both accuracy and speed).

Other Skills:

* Leadership, team management, negotiation and communication skills.
* Analytical skills, ability to work under pressure and decision making.
* Strong administrative and organizational skills.
* Capable of working multi-tasks.
* Work effectively both as team member and independently.
* Ability to build good relations, constructive social

