**Ahmed**



**PERSONAL INFORMATION:**

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| --- | --- | --- | --- |
| Address | : Dubai, United Arab Emirates | | |
| Email | : [ahmed.381623@2freemail.com](mailto:ahmed.381623@2freemail.com) | | |
|  |  |  |  |
| Birth Date | : 01/10/1984 | |  |

**EDUCATION**



**Delta Higher Institute – Mansoura University.**

* Bachelor of Commerce (Business Administration-Management Information Systems)
  + May 2007. General rating: Good (71%)

**WORK EXPERINCE**



Apr 2018-Till now

**Diamond Foreign Market Brokerage.**

**FOREIGN MARKETS BROKER.**

**Dubai, UAE.**

* Calling new clients and convincing them to invest their money in stock markets.
* Explaining the benefits of investing in stock markets.
* Training new clients to use our platform.
* Meet clients to developing their investments.
* Answering clients calls answering questions and offering technical support.

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| May 2013- | **Al-Falah Contracting Co.** | **Riyadh, KSA.** |
| Nov 2017 | **Accountant at Riyadh branch.** |  |

* Preparing asset, liability, and capital account entries by compiling and analyzing account information.
* Documenting financial transactions by entering account information.
* Execution of bank transfers and payment of government transactions.
* Follow up customer and supplier accounts and payment of due payments.
* Making Primary and Final Guarantees for projects and bank credits.
* Follow up the percentage of achievement in existing projects and provide the needs of projects.

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| Aug 2013- | **Al-Mimi Real Estate Co.** | **Riyadh, KSA.** |
| Sep2017 | **Sales Representative as part time job.** |  |

* Answering clients calls to know their needs.
* Working on customer requirements, making sure it’s done.
* Increasing the company profits through sales and rentals.
* Communicating with sister companies to increase the company's sales share.
* Advertising, marketing, and communication with purchasing powers.
* Making sure to achieve selling targets.

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| Oct 2010- | **United Company for Pharmacists** | **Cairo, Egypt.** |
| Apr 2013 | **Sales Supervisor at Manzala branch.** |  |

* Understanding customer needs and offering solutions and support.
* Organizing and coordinating sales representative’s schedules.
* Receiving and reporting on all sales leads.
* Answering potential customer questions and follow-up call questions.
* Working with sales team when closing sales.
* Tracking weekly, monthly, and quarterly performance and sales metrics.
* Assisting sales representatives to achieve team targets.
* Collecting and updating customer information to ensure the best service.

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| Sep 2009- | **Carina Wear Co** | **Mansoura, Egypt.** |
| Oct 2010 | **Sales Supervisor.** |  |

* Known the company's products and how to market them.
* Selection of agents according to the conditions of the company.
* Determination of agent withdrawals by market size.
* Making decisions to increase sales and expand the company's markets.

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| Aug 2008- | **TE-Data** | **Mansoura, Egypt.** |
| Aug 2009 | **Sales Representative - Customer service.** |  |

* Presenting, promoting and selling products/services using solid arguments to existing and prospective customers.
* Establishing, developing and maintaining positive business and customer relationships.
* Achieving agreed upon sales targets within schedule.
* Coordinating sales effort with team members and other departments.
* Answering customer phone calls answering questions and offering services.
* Calling customers to update their information.

**LANGUAGE:**



Arabic (mother tongue), English (very good)

**PERSONAL ATTRIBUTES:**



* Great understanding of Sales and Marketing.
* Proficient in MS Office (word, excel,powerpoint,…etc.) and data input programs.
* Dealing with accounting applications (SMACC, PEACHTREE).
* Ability to face and solve work problems.

**CERTIFICATE:**



* A course in sales and marketing methods.

1. A course in International Computer Driving License (ICDL). o A course in general American English.

**PERSONAL DETAILS:**



 **Nationality:** Egyptian

* **Marital Status:** Married
* **Driving License:** (EGY&KSA) valid Licenses
* **Visa status:**Visit Visa three months (Valid until 10/09/2018)