



**MOHAMED EHAB AHMED EL SAYED**

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### **Career Objective**

Seeking a challenging position in a field where I can utilize my qualifications; whereby I can develop and enrich my experiences & skills.

### **Educational Background:**

School Attended: Own Heliopolis Language School graduated 2004

University Attended: *Bachelor of BUSINESS ADMINISTRATION:*  
ARAB ACADEMY FOR SCIENCE, TECHNOLOGY AND  
MARITIME TRANSPORT.  
GRADUATION PROJECT: Feasibility Study; VERY GOOD 2010

### **Courses Attended:**

ICDL / Military Institute

### **General information and skills:**

#### **Computer skills:**

Windows' 98/ NT/ 2000/ XP/ Vista/  
Win.7. Microsoft Office' 97/ 2000/  
XP/ 2003/ 2007.  
Internet applications.

### **Languages :**

**Arabic:** Mother tongue.

**English:** Speak fluently, read and write with high proficiency.

**French:** Fair

## **PERSONAL QUALITIES:**

- A team player, bringing enthusiasm and energy into group efforts.
- Demonstrated accuracy, attention to detail and ability to work well in team environment, enjoy working with people.
- Skilled at organizing complex projects, defining priorities.
- Can easily break a large project down into smaller pieces, prioritize goals, and work under short deadlines without sacrificing creativity.
- Very good communication skills.
- Able to recognize client needs, and meet them.
- Assertive, self-motivated, goal-oriented, organized and efficient.

## **Work Experience :**

- **Sales Manager at Town Mix Ready Mix Concrete Factory Feb 2020 till Dec 2020**  
Promotes and sells ready-mixed concrete  
Collects all necessary documentation relevant to project and prepare periodic project monitoring reports.  
Apprise the management on commercial/sales performance and related developments and analyze the significant aspects of the data gathered to ensure its maximum application in the company's over-all sales and marketing targets and goals.
- **Sales representative at Maxim Ready Mix Concrete Factory May 2015 till Oct 2019**  
Promotes and sells ready-mixed concrete  
Identifies, develops and maintains new and existing customers.  
Evaluates bid opportunities to determine the most cost-effective quotation and proposal  
Handles customer questions, issues and concerns and seeks to resolve in the most cost effective and timely way possible.  
Prepares timely and accurate reports as requested.  
Attends regular sales meetings to review upcoming projects and status of ongoing projects.  
Communicates with delivery operations on a timely basis of changes to quantities or delivery schedules.  
Visits job sites regularly to receive customer feedback and ensure customer needs are being met.
- **Area manager at EGYPUDDY from February 2014 till September 2014**  
Implement and execute strategies to achieve sales targets  
  
Monitor my team's performance and motivate them to reach targets  
  
Compile and analyze sales figures  
  
Collect customer feedback and market research  
  
Report to senior managers  
  
Keep up to date with products and competitors

- **Branch manager at *EGYPUPPY* from June 2013 to February. 2014**  
Hire and train staff, and grow branch revenue.  
Manage and supervise employees, assist customers, and provide excellent customer service
- **Sales representative at *EGYPUPPY* from September 2012 to June 2013**  
Service the needs of existing customers  
Prepare daily, weekly and monthly reports.  
Negotiate contracts with potential clients
- **Accountant at HORUS INTEGRATED SYSTEM from October 2010 to August 2012**  
Monitoring spending and budgets

### **HOBBIES:**

NET SURFING  
LISTENING TO MUSIC  
TRAVELLING  
JOGGING WITH MY DOG  
Playing Football  
SWIMMING  
JUDO

### **Personal Information**

Nationality: Egyptian  
Military Status: Exempted  
Date of Birth: 29 April 1987  
Marital Status: Married