

AREAS OF EXPERTISE



Sales Skills

- Business Planning
- Account management
- Reporting Skills
- Multi Task Skills



Negotiation Skills

- Influencing
- Building relationships
- Account Management



Dynamic

- Revenue Growth
- Energetic Entrepreneur
- People Management



Strategic Planning

- Big Picture
- Market Analysis
- Potential opportunities



Intelligence

- New ideas
- Commercial Judgment
- Business Sense

PROFESSIONAL SUMMARY

Talented and Self-motivated Professional with over 20 years of extensive experience in **Sales, Account Management** and **Customers Relationship Management**. Excellent communication skills, superior leadership abilities, and a record of success in all previous positions. Strong organizational skills and proven ability to effectively handle multiple tasks simultaneously. Creative solutions and resolving conflict to achieve results. Track record of negotiating win-win solutions and fine attention to details. Flexible, positive and responsive to change.

EDUCATION & QUALIFICATIONS

Bachelor of Commerce, Accounting, Ain Shams University, Cairo, Egypt, 2000

- Sales Techniques
- Development Communication
- English Business Correspondence Skills
- Team Working
- Planning & Execution
- Basic Finance, Sales & Marketing
- Communication Skills
- Presentation and interactive Skills
- First Time Supervisor
- Innovation & Participation

CAREER PROGRESSION

NEW United Submarines Sharm el Sheikh, Egypt

Accounting Manager

JAN 2008 till Now

- Collecting, Analyzing, Verifying and Reporting financial data
- Ensure the timely reporting of all monthly, quarterly and year end close
- Journal Entries, filling system and following up sheets and Auditing
- Management of accounting systems in the company, in addition to financial monitoring and reporting systems.
- Follow up the accountants in the performance of their functions

Aqua Scope Submarine Sharm el Sheikh, Egypt

Accounting Manager

OCT 2004 till DEC 2007

- Manage and supervise daily operation of accounts payable and accounts receivable
- Manage staff daily workload, coordinate and review staff work
- Prepare bank reconciliation, revenue and expenditure

LANGUAGES & COMPUTER

- Arabic – Mother Tongue
- English – Very Good
- MS Windows, MS (Word, Excel, PowerPoint, Access, Outlook)

INTERESTS & HOBBIES

- Squash
- Safari
- Fishing

Alico Insurance Cairo, Egypt

Sales Executive

JAN 2004 till OCT 2004

- Responsible for sales transaction and collection
- Studying clients' credit facilities
- Presenting different types of insurance

I.I.T (Inside Information Technology)

Cairo, Egypt

Sales Executive – Assistant Sales Manager

APR 2002 till DEC 2003

- Collecting data on prospect clients
- Prepare reports as required
- Participated in preparing marketing plans
- Carried out direct sales calls in the local market

Future Technology System

Cairo, Egypt

Sales Executive

SEP 2001 till MAR 2002

- Presenting computer products
- Responsible for sales transaction and collection
- Field sales
- Collecting data on prospect clients

Alpha Co. for marbles and granite Cairo, Egypt

Accountant

DEC 2000 till AUG 2001

- Accounting data entry
- Filling systems
- Journal entries
- Following up sheets and auditing

Personal Data

- Date of Birth: 1st of January 1978
- Nationality: Egyptian
- Gender: Male
- Military Service: Exempted
- Religion: Muslim
- Marital Status: Single