

# Mohamed Ahmed Abd-Haleem

Manama, Bahrain

(+973) 37016400

Egyptian

**BACHELOR OF EDUCATION**



Highly motivated Sales Supervisor with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market. Diligent about keeping merchandise presentable to maximize business revenue. Effectively demonstrate products, overcome objections and close sales. Persuasive in negotiating contracts and diplomatic in communicating with customers to build long-term, productive relationships.

## EDUCATION

07 2006 – 08 2010

**BACHELOR OF EDUCATION**, Mathematics department, Cairo university

GPA: 2.52 (GOOD)

**GRADE (99%)**

## SKILLS

- **COMPUTER Skills**
- Marketing and Sales
- Persuasion skills
- Customer Service
- Cash handling
- MS Office (Power Point-Excel-Word-outlook)
- Familiar with all MS Windows (7,8 and 10)

### LANGUAGE SKILLS

- Arabic (Mother Tongue)
- English (Excellent)

## SOFT SKILLS

- **Leadership skills** as, attending a courses and events about how to be a leader and having Project Management.
- **Hard-Working** as, I can work under pressure for a lot of hours.
- **Problem solving** as, meeting a lot of problems during my part time work or volunteering work and getting over them.
- **Communication skills** because I take a course about communication and attended a lot of Events about it.
- **Management of crisis** as, solving the urgent problems which face us in the team and take A Course in Project Management.
- **Microsoft office** Creating and formatting documents, presenting data through tables, graphs, and charts and executing formulas

## **WORKING EXPERIENCE**

❖ **JOB TITLE:** JACK & JONES in Egypt (Salesperson).



**DURATION:** From JAN, 2011 to DEC, 2014.

### **Description:**

- Handling customer inquiries about products, pricing, availability, and uses of the product and services.
- Communicating with customers to assess their needs, provide assistance in meeting those needs and meet or exceed customer expectations.
- Advising customers on the product ranges best suited to their needs.
- Sharing my knowledge of brands and products with consumers
- Monitoring sales activities and generate daily sales report.
- Ensuring replenishment of stock in stock at appropriate
- Supporting clients before and after sales.
- Exceptional presentation and collaboration capabilities.
- Excellent written and verbal communication abilities.
- Self-motivated, self-starter, competitive, and performance driven.

❖ **JOB TITLE:** Virgin in Saudi Arabia (Salesperson).



**DURATION:** From FEB, 2015 to FEB, 2018.

### **Description:**

- Maintained organized, presentable merchandise to drive continuous sales.
- Analyzed and properly processed product returns, assisting customers with finding alternative merchandise to meet needs.
- Trained and developed new sales team associates in products, selling techniques and company procedures.
- Accepting Payments and bagging calculations.
- Organized racks and shelves to maintain store visual appeal, engage customers and promote specific merchandise.
- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through calling, networking and social media.

❖ **JOB TITLE:** JOTUN in Egypt (Sales Executive).



**DURATION:** From Aug, 2018 Dec, 2022.

**Description:**

- Sales software proficiency.
- Product knowledge.
- Active listening.
- Verbal communication.
- Setting goals.
- Organization.
- Time management.
- Strategic thinking.

❖ **JOB TITLE:** Vehitra in Bahrain (Office Assistance).



**DURATION:** From Jan, 2023 to (Until now).

**Description:**

provide general administrative and customer support to a division, department, company or individual. Job duties can vary, but they commonly include answering incoming phone calls and emails, responding to inquiries, greeting visitors and clients and maintaining records and appropriate documentation.

- Verbal Communication Skills: (Answer Phones - Client Relations – Communication – Forwarding Phone Calls)
- Written Communication Skills: (Mailings – Typing - Word Processing - Written Communication)
- Friendliness: (Customer Service - Directing Visitors - Flexible - Friendly - Greet Guests - Interpersonal - Positive Attitude - Reliability - Welcome Visitors)
- Technology Skills: (Computer - Google Docs - Google Drive - Google Forms - Google Sheets – Google Slides - Gmail - Internet - Microsoft Excel - Microsoft Office - Microsoft Word - Microsoft Outlook)

**HOBBIE**

- ❖ DESIGN
- ❖ Running
- ❖ Weight lifting
- ❖ Swimming