



AYMAN SHAWKY

SALES MANAGER

Address: Egypt
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SUMMARY

Dynamic and results-driven Sales Manager and Legal Assistant with over 9 years of diversified experience across the UAE and Egypt in sales, legal support, and financial advisory and Customer Relationship Management. Proven ability to lead teams, drive revenue growth, and ensure legal compliance. Strong communication, negotiation, and CRM skills. Holder of certified training in legal administration and paralegal studies.

WORK EXPERIENCE

Sales Manager **May 2020 – Dec 2024**
Numero Uno Training Center – Abu Dhabi, UAE

- Led sales operations for educational and HSE training programs.
- Developed and implemented strategic sales plans to achieve company objectives.
- Managed client relationships and secured long-term contracts.
- Supervised a team of sales representatives and conducted training sessions.

Legal Assistant **Mar 2019 – Apr 2020**
Brothers Gas – Dubai, UAE

- Handle all financial legal matters, including debt collection, settlements, and reconciliations.
- Draft and review legal agreements and contracts to ensure compliance with applicable laws and regulations.
- Communicate effectively with local authorities, such as the Municipality and the Commercial Registry, as well as various government institutions.
- Coordinate with banks and official entities to manage legal documentation, licensing, and compliance-related tasks.

Financial Advisor **Jan 2018 – Feb 2019**
Orient Insurance – Al-Futtaim Group – Dubai, UAE

- Advised clients on financial planning, insurance policies, and investment options.
- Built a solid client base through trust and high-quality service.
- Achieved and exceeded monthly targets consistently.

Sales Representative **2014 – 2017**
Al Baraka Food Products Company – Egypt

- Promoted and sold food products across multiple regions.
- Developed strong customer relationships and closed major deals.
- Ensured timely delivery and post-sale support.

EDUCATION

Bachelor of Law (LL.B.) in Sharia and Law - Grade: Pass **July 2015**
Al-Azhar University, Damanshour – Egypt
It has been equated in the Emirates

COURSES

Legal Office Administration

Alison

Comprehensive Course Paralegal Studies

Alison

Modules: Certification for Paralegals, Preparing Legal Documents, Torts, Business Law, Bankruptcy The Law Office, Litigation, Criminal Law and Procedure, Real Estate, Course assessment, Billing, Contracts, Family Law, Estate Planning and Guardianship

SKILLS

- Sales Strategy & Negotiation
- Legal Document Preparation
- Flexible & Target-Oriented
- Working under pressure.
- Effective communication.
- Teamwork.
- Time management and scheduling.
- Self-confidence.

COMPUTER SKILLS

- Microsoft Office (Word, Excel, PowerPoint), Outlook
- Customer Relationship Management (CRM) Software

LANGUAGES

- **Arabic:** Mother Tongue
- **English:** Very Good

PERSONAL INFORMATION

- **Date of Birth:** 01/09/1987
- **Marital Status:** Single
- **Military Service:** Completed
- **GCC Driving License Holder**

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Egypt

Dear Hiring Manager,

I am writing to express my interest in a suitable position within your esteemed organization that aligns with my background in sales management, legal assistance, and financial advisory. With over nine years of diverse experience across the UAE and Egypt, I have developed a strong foundation in strategic sales leadership, legal compliance, customer relationship management (CRM), and financial consultation.

Throughout my career, I have consistently driven business success through a combination of professional knowledge, interpersonal acumen, and a results-oriented mindset. As a Sales Manager at Numero Uno Training Center in Abu Dhabi, I led teams, established long-term partnerships, and implemented targeted strategies that significantly boosted revenues. My tenure as a Legal Assistant in a private legal office in Dubai further enhanced my skills in drafting legal documents, handling debt collection, and ensuring legal and regulatory compliance with local authorities.

Complementing my hands-on experience is my academic background—a Bachelor of Law (LL.B.) from Al-Azhar University—and specialized certifications in Legal Office Administration and Paralegal Studies. I also possess strong computer literacy, including Microsoft Office and CRM platforms, and hold a GCC driving license.

My ability to adapt, work under pressure, and lead with integrity has been recognized through several certificates of appreciation in both the legal and sales sectors. I am eager to bring this same dedication and professionalism to your team, contributing meaningfully to your organizational goals.

I would welcome the opportunity to further discuss how my experience aligns with your current needs. Thank you for considering my application.

Sincerely,

