

Ahmed Mansour Ahmed

Data Management Analyst



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📍 Zahra Nasr city cairo

🇪🇬 Egypt

💍 married

👤 Mail

in LinkedIn

📅 1988/06/10

Profile

To be associated with a progressive organization that gives me scope to apply my educational and professional skills and provides me with advancement opportunity and knowledge empowerment.

Professional Experience

2020/12 – present
Egypt, cairo

Data Management Analyst

Egyptian culture center

Create a new campaign at the beginning of every target on the system (odoo).

Division of the sales team on the system.

Collecting data from advertisers, cleaning the data, adding the appropriate country code to it, and making sure it matches the system.

Adding the campaign name to the data and its source on the Excel sheet.

Upload the data to the company's Odoo system

Divide data from countries and sources and start distributing them equally to managers.

Make a report on the data and what has been distributed to each manager and all sales.

Data analysis, the last of each target, to find out the reasons for success or decline in sales through each sales, country, and source.

Follow-up the feed back through the system and make a report of the number of uninterested data and its percentage of the total data

Follow-up the feed back through the system and make a report of the number of uninterested data and its percentage of the total data on a weekly and monthly.

Transferring data from one seller to another according to the agreed upon rules if they are not followed.

Recording the nomination data for sellers on the system, after making sure that it is not with another seller

follow up manager

International Business Academy of Switzerland - Middle East

accurate recording the details of the Chairman's meetings, working closely with Line Managers to ensure that his requirements are met and accurate feedback is given prior to the next meeting.

Continuous interaction with Business Unit Managers, acting as an Ambassador for the Chairman.

Key Responsibilities will include but not be limited to;

Follow up on all correspondence and confidential matters related to the Chairman's office.

Maintaining presence in all meetings with the Chairman and ensuring that accurate and detailed information is recorded.

Working with Senior Management of the various business divisions to make sure that actions discussed are being implemented and followed through.

Communicating with Line Managers and collating information which the Chairman requires.

Equip the Chairman with all information required prior to any meeting being conducted, including reports, presentations and financials if and when necessary.

Uphold the professional standards of the Chairman's office and maintaining excellent representation at all times.

Sustain the complete confidentiality of all matters related to the Chairman's office at all times.

Nasr City, Cairo

Sales Coordinator at International Organization For Managerial Science

Assigning territories and quotas to company sales staff

Coordinating training and scheduling for sales staff

Maintaining supplies of sales presentation materials, including slides and brochures

Analyzing customer shopping data to optimize sales efforts and better identify potential customers

Tracking the quotas and goals of each member of the sales team

Entering order information into the company database

Answering client questions regarding their account or sales products

Working with staff members from other departments such as marketing, research/design and financing to optimize sales

2018/01 – 2019/01

Sales manager assistant at Egyptian culture center

Nasr City, cairo

Continually meeting or exceeding sales quotas.

Supervising and guiding the sales team as well as providing incentives to motivate staff to achieve sales targets.

Monitoring the performance of the sales team.

Building and maintaining good working relationships with customers.

Identifying opportunities and strategies to increase sales.

Regularly attending sales meetings and training sessions.

Performing all duties of the Sales Manager in cases of absence or emergency.

Making sales management reports, including the number of data during the target and the number of sales, including them

2016/10 – 2018/01

sales agent at Egyptian culture center

- establish relationships with new customers
- maintain and grow relationships with existing customers
- strive to improve customer satisfaction through excellent customer service
- identify and respond to client needs
- keep a high level of knowledge about existing products and services, and learn about new products and services as they come in
- follow up on customer orders as necessary
- anticipate the needs of clients and address them accordingly
- meet with customers to determine their specific needs and wants, making suggestions as appropriate

2015/05 – 2016/08
cairo, Nasr City

Site Accountant at alrowad alarab

- Control the site's petty cash, distribute the financial flow according to the project's needs, and settle it with the Financial Department.
- Ensure that the financial claims are matching with the sub-contractors accountant.

- Applying all Accounting functions for a specific site.
- Handling day-to-day accounts transactions.
- Verification of bills receivables & payable.
- Handling petty cash maintenance.
- Handling supplier bill payments.
- Files management & knowledge of labor payments.
- Communicate and report to the accounting supervisor for all actions taken.
- Review weekly timesheets, along with the accounting group.

Education

2009/09 – 2013/06
Nasr City, Cairo

Faculty of Commerce
al-azhar University

Skills

- | | | | |
|---|-----------|---------------------------|-----------|
| • Communication skills. | ● ● ● ● ● | • Self-motivated. | ● ● ● ● ● |
| • Ability to work in a multicultural environment. | ● ● ● ● ● | • Hard worker. | ● ● ● ● ● |
| • The ability to handle the problems. | ● ● ● ● ● | • Working under pressure. | ● ● ● ● ● |
| • Flexible | ● ● ● ● ● | • Fast learner. | ● ● ● ● ● |


Languages

- | | |
|------------|------------|
| • • Arabic | • English. |
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Courses

- ICDL
- Advanced Excel
- Fast MBA (9 Modules)
- Project Management
- Sales skills
- Advanced sales skills

2022/06
cairo

Data Analysis 
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