

# Belal said gmoaa

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## Objective

Sales and Administrations with 3 years' experience seeks a position with an efficient partnership in need of organizational support skills polished with experience in sales and marketing or administrations duties.

## Skills & Abilities

Clear communicator both orally and written, organized with excellent time-management skills, Able to draw connections from provided information and Knowledgeable of many facets of administrations and Sales .

## Experience

(April 2021 – july, 2022)

- **ARMA Trading Company for Food Industries – Alexandria, Egypt**
- **Sales**
- **Supervising all matters related to the company's sales operations through the performance of:**
  - Professional promotion and marketing of products.
  - Building a strong relationship with clients.
  - Selling products to customers and helping to provide products and services that meet their needs
  - Concluding agreements, contracts and sales deals with customers and agreeing with them on the dates of delivery of goods.
  - Follow up on all products and services provided by the company on a regular basis (continuously follow up on production and expiry dates)

- Inform customers of all the company's updated offers, discounts, and promotions.
- Constant focus on acquiring a greater share of customers in displaying products.
- Monitoring the movements of competing companies and the offers and prices they offer to customers and the marketing methods used.
- Prepare a special schedule to organize the receipt of orders and their delivery to clients and the dates of the weekly visit.
- Listening to customer complaints and dealing with them seriously to solve them and deliver to the management.
- Attracting and encouraging new clients.
- Informing the management of all daily sales movements and operations and weekly, monthly, and annual work plans.

(Feb 2017 – Dec, 2019)

**Mansour International Company for Trade and Distribution (Cigarette Division). – Alexandria, Egypt.**

- **Promotional representative**
- Display and provide information about the products or services they are responsible for selling.
- Create a positive image and encourage consumers to use the products.
- Use different means of illustration to display all the details about the products.
- Distribute product samples to obtain new sales opportunities.
- Identify interests and have a good understanding of clients' needs and requirements.
- Attending various events, representing the organization, and supervising the presentation of various samples of products.
- Obtaining purchase orders from customers.
- Ensuring customer satisfaction with the products and services provided.
- Constant communication with customers, good dealing, and product presentation in the best way.
- Covering all clients throughout the geographical area on which it operates.
- Collection of the company's dues and follow-up of debts with customers without delay.
- Provide regular reports on the competition in the market in terms of prices
- Create reports on information related to the level of customer interest, the questions asked and the number of samples distributed.

(Dec, 2015 – January, 2017)

Just Pack for printing and packaging. – Alexandria, Egypt

➤ Customer Service Manager

- Responsible for handling customer and employee problems and supervising all operations.
- Ensure that safety and security regulations are met.
- Create a positive environment that motivates employees to communicate regularly with senior management.
- Follow up the achievement of goals on a regular basis.
- Supervising the implementation of the company's policies.
- Dealing with the problems of employees and customers and finding appropriate solutions for them, as well as those that are consistent with the company.
- Monitoring employees' appointments and working on not violating the established deadlines and organizing them.
- Meeting on a permanent and regular basis with management and submitting business reports.

## Advanced Course

- Training course in sales .

## Computer Skills

- Microsoft word
- Microsoft excel
- Hand Held Device
- Salesbuzz

## Education

- Faculty of Commerce. Alexandria university
- Bachelor of business administration .

## Communication

- Interpersonal Communication Skills
- Verbal Communication
- Non-verbal Communication
- Personal Skills

## Leadership

- Motivation
- Delegating
- Positivity
- Trustworthiness