

# NOURHAN MOHAMED HASSAN

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A dynamic and driven professional with over 6 years of experience in sales promotion and office administration. Possesses a bachelor's degree in Law from Ain Shams University and a proven track record of exceeding sales targets and delivering outstanding results. Skilled in building strong relationships with customers, maintaining product knowledge, and effectively communicating product information. Experienced in creating and implementing sales plans, coordinating and organizing office events, and managing day-to-day office activities. Recognized for consistently delivering top sales performance and awarded 3 times for outstanding sales achievements. Seeking a challenging and rewarding opportunity in a fast-paced environment where I can utilize my skills and experience to make a positive impact.

## EXPERIENCE

FEB 2017 – 1/2023

**SALES PROMOTER, OPPO**

- Demonstrating and promoting products to potential customers
- Building relationships with customers to increase sales.
- Maintaining knowledge of products and industry trends
- Providing feedback to management on customer needs and preferences

### Achievements:

- Achieved a 20% increase in monthly sales compared to the company average.
- Received 3 awards for top sales performance over the past 3 years

MAR 2014 – DEC 2016

**OFFICE ADMINISTRATOR, EGY SPARK**

- Managing and coordinating day-to-day office activities and operations.
- Maintaining schedules, appointments and meetings.
- Coordinating and organizing office events and meetings.
- Assisting in the preparation of reports, presentations, and correspondence.

## EDUCATION

CLASS OF 2015

**BAHELOR DEGREE, AIN SHAMS UNVIRSITY**

Faculty of Law

## **SKILLS**

- **Customer relationship building**  
ability to establish and maintain strong relationships with customers.
- **Product knowledge**  
thorough understanding of products and industry trends, ability to answer questions and highlight key benefits.
- **Excellent communication**  
strong verbal and written communication skills, ability to articulate product information persuasively.
- **Sales planning and strategy**  
ability to create and implement effective sales plans, analyse market trends and target customers.
- **Proficient in Microsoft Word for creating and editing professional documents.**
- **Experienced in using Microsoft Excel for data analysis, organization and tracking.**

## **LANGUAGES**

ARABIC: Mother tongue

ENGLISH: Good

## **REFERENCES**

References available upon request.