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Professional Summary

- Senior Customer Representative with over 4 years of experience in sales
- Proficient Administrative Assistant with over 6 years of office experience, specializing in administrative work, problem solving, planning, and assistance.
- Known for increasing productivity and relieving workload of managerial staff.
- Proven efficiency to quickly learn any computer software program, or office filing system.

Achievement

- Receiving the award for the best representative in the sales in 2021-2020
- won many awards and honors and holds the title of the leader in the Egyptian Sea Scouts.

Experience

- **Sales | representative | pharma overseas | 2019-2023**
 - Communicate with customer and distributors to improve the business relationship & tracking of customer's order's and requests
 - Follow up on customer issues and suggestions to improve sales movement and get the best service
- **Network Marketing Officer | Dox LLC Company | 2017-2019**
 - Marketing the product through social media and achieving sales
 - Marketing the product in a creative way to persuade customers
 - planning and executing marketing campaigns.
- **Cashier| Mecca Juice Store | 2015-2017**
 - Collected payments by accepting cash, check, or charge payments from customers and makes change for cash customers. and operating credit card authorization systems. Balances cash drawer by counting cash at beginning and end of work shift.

Education

- Bachelor, faculty of arts | 2016 | Alexandria University
- Major: Geographic

Conferences

- ICDL – certificate from IBI – Alexandria- 2016
- participated in a conference organized by Pharma Overseas Company to use the Mobile Application - Tulip Hotel Alexandria
- participated in the conference of Sigma Pharmaceutical Industries cooperation with Pharma Overseas -Tulip Hotel Alexandria
- organizing the dox Company conference network marketing -Cairo - 2018

Skills & Abilities

- Effective team member
- Complex problem solver
- Relationship Building – Communication
- Data entry - Report writing
- Excellent Knowledge of Microsoft office
- Organized – Marketing - sales

Languages

- Arabic: Native
- English: Good

Hobbies

- Scouts, Adventure, Participated the scout camps and the public service at the level of Egyptian universities.