

# Mohamed Ezz El-Arab Nasr Mansour

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## OBJECTIVE

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My objective is to obtain a challenging position with a reputable company that has growth potential and will allow me to use my skills set and knowledge base, where my experience and interpersonal skills are well developed and utilized.

## EDUCATION

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2006      **AIN SHAMS UNIVERSITY**  
Bachelor of Commerce  
• **MAJOR** : Accounting Department.

## PERSONAL INFORMATION:

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- **DATE OF BIRTH** : 1/12/1984.
- **MARITAL STATUS** : Married.
- **MILITARY SERVICE** : Exempted.

## EXPERIENCE

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- **7<sup>th</sup> February 2021 – Currently Sales and Marketing Manager at Sky Team Aviation Academy. Cairo – Egypt.**
  - Analyze strong/weak areas of the operation and the market and take prompt actions in order to further improve business results
  - Evaluating and optimizing marketing strategies.
  - Analyzing market trends and preparing forecasts.
  - Generating new business leads.
  - Increasing brand awareness.
  - Coordinating marketing strategies with the sales and financial departments.
  - Developing and managing the marketing department's budget.
  - Overseeing branding, advertising, and promotional campaigns.
  - Managing the sales and marketing department's staff.
  - Plan the implement a training program for subordinate sales team for the purpose of attaining the best possible performance in their present position.
  - Insure that sales activities are planned and carried out in accordance with approved procedures.
  - Responsible for making decisions regarding business related matters.
  - Conduct sales presentations to the customers.
- **July 2019 – Jan 2021 Sales Manager and Regional Business Development Manager at Berlitz Language Center. Riyadh and Eastern province ( 4 Centers ) – Kingdom of Saudi Arabia.**
  - Plan the implement a training program for subordinate directors for the purpose of attaining the best possible performance in their present position.
  - Insure that sales activities are planned and carried out in accordance with approved procedures.
  - Insure that an adequate management succession plan exists for supervisory and management in all centers positions in the region.

- Plan, carry out and follow-up on a strategy for sales to corporate, institutional and governmental accounts.
  - Perform a sales function role directed at gaining new customers and keeping the current customers from both the corporate and consumer market.
  - Conduct sales presentations to key companies.
  - Build long-term relationships with our corporate clients and customers.
  - Analyze strong/weak areas of the operation and the market and take prompt actions in order to further improve business results.
  - Insure that the physical premises of the LC are adequate, safe, clean, and are attractive in appearance to customers and employees.
  - Insure that all lessons are given in manner, which reflects high educational standards through uncompromised adherence the Berlitz Method.
  - Establish and implement the direction, priorities and action plans to achieve planned goals.
  - Analyze net profit of the centers in relation to revenue and expenditure. Take action on items affecting poor financial performance.
  - Actively promote two-way communication to establish team spirit and a comfortable work environment.
  - Actively promote the customer interaction cycle.
  - Responsible for making decisions regarding business related matters.
- **November 2014 – July 2019 Sales Manager and Regional Business Development Manager at Berlitz Language Center. Jeddah ( 3 Centers ) – Kingdom of Saudi Arabia.**
- **8th September 2013 – October 2014 Center Director and Corporate Sales at Berlitz Language Center, Khobar, Kingdom of Saudi Arabia.**
- Responsible for planning and organization in all center and for the day-to-day running of the centers.
  - Insure that all accounting records maintained in accordance with the law.
  - Insure accurate sales record keeping in each center.
  - Perform a sales function role directed at gaining new customers and keeping the current customers from both the corporate and consumer market.
  - Build long-term relationships with our corporate clients and customers.
  - Analyze strong/weak areas of the operation and the market and take prompt actions in order to further improve business results.
  - Insure accurate daily use of the Language Center Management System.
  - Prepare all necessary written staff records.
  - Prepare and authorize payroll of the members of the LC.
  - Insure that the physical premises of the LC are adequate, safe, clean, and are attractive in appearance to customers and employees
  - Establish and implement the direction, priorities and action plans to achieve planned goals.
  - Actively promote two-way communication to establish team spirit and a comfortable work environment.
  - Actively promote the customer interaction cycle.
  - Responsible for making decisions regarding business related matters.
- **5th December 2012 – September 2013 Center Director and Corporate Sales at Berlitz Language Center ". Jeddah – Kingdom of Saudi Arabia.**
- **10<sup>th</sup> May 2012 – December 2012 Center Director and Corporate Sales at Berlitz Language Center "Makkah – Kingdom of Saudi Arabia.**
- **5 Oct. 2008 – May 2012 Corporate Sales and Assistant Center Director & LCMS Specialist at "Berlitz Language Center". Riyadh – Kingdom of Saudi Arabia.**
- **1<sup>st</sup> Nov .2007 – 1<sup>st</sup> Oct.2008 LCMS Specialist at Berlitz. " Language Center Management System Specialist ". In Human Resource Department at Berlitz – Egypt.**

- **2<sup>nd</sup> Oct.2006 – 31<sup>st</sup> Oct.2007 in Human Resource Department at Vodafone - Egypt.**  
( Trainer ) "Siebel & Minsat " Systems
- **19<sup>th</sup> March 2021 – 11<sup>th</sup> June 2021 "Certificate of Digital Marketing "Program at**  
**DM Arts Academy, Cairo – Egypt.**
- **3<sup>rd</sup> May.2007-14<sup>th</sup> June 2007 Practical human resource program (PHRP) at the human capital**  
**capability academy (HCCA).**
- **2<sup>nd</sup> Apr.2007-14<sup>th</sup> Apr.2007 Dale Carnegie Training (DCT) Cairo, Egypt Sponsored by Future**  
**Generation Foundation (FGF).**  
Dale Carnegie Seminar in Effective Communications and Human Relations.
- **Jan.2007- April.2007 Basic Business Skills Acquisition (BBSA) Cairo, Egypt.**  
Sponsored by the Future Generation Foundation (FGF)

## **TRAINING**

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- Developed Language and Computer skills.
- Enhanced Presentation & Project Development skills.
- Acquired basic business skills including: marketing, sales, banking, Accounting, business correspondence and report writing:
  - In building great self-confidence.
  - In strengthen People skills.
  - In enhancing communication skills.
  - In developing great flexibility.
  - In developing leadership skills

## **SKILLS**

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### **Computer Skills:**

- Excellent knowledge of Word, Excel, PowerPoint, Outlook & The Internet.
- Good Knowledge of MS project & Access.

### **Language Skills:**

- Excellent command of all four skills in English.
- Native language: Arabic.

### **Personal Skills:**

- Excellent leadership and communication skills.
- Time management.
- Reliable & trustworthy.
- Organizational skills.
- Capable to work under pressure \ Multitasking.