



Mohamed El Sayed

Administrative / Sales Manager in the Arabian Gulf

Camp Cesar, Alexandria | 01113951811 | mohamed511elsaid@gmail.com

Summary

Sales Director: manages the sales operations of a organization. Their duties include leading teams of Sales Representatives, creating and implementing strategic sales plans and building and developing enduring customer relationships.

Administrative: Under general supervision, coordinates, oversees, and/or performs a wide variety of administrative support activities . Assignments may be confidential in nature. Provides and coordinates staff and office support. Coordinates special events..

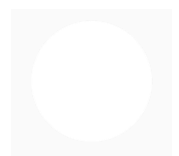
Work experience

**2011 –Till
Now**

Sales Manager in the Arabian Gulf at Gerbil clothe Manufacturing company

A Director of Sales leads and motivates sales teams to achieve sales goals and objectives. Some duties and responsibilities include:

- Developing and executing strategic plans to achieve sales targets.
- Leading and motivating teams of Sales Representatives to develop customer relations, increase market share and sales revenue.
- Designing programmes to improve customer satisfaction and loyalty.
- Overseeing sales team recruitment and creating training programmes to train new and existing employees in the sales department.
- Understanding and communicating the organisation's value propositions and processes through proposals and presentations.
- Monitoring supply and demand, competitor offers and costs to determine and adjust selling prices.
- Forecasting and creating annual sales quotas for regions and territories to determine sales objectives.
- Analysing market trends and results to determine annual unit and gross-profit plan



2011-2015

Administrators are responsible for keeping office documents organised and they perform a range of tasks to support the staff they work with. Their duties typically include

- Dealing with incoming and outgoing correspondence
- Data entry, retrieval and database maintenance
Filing and archiving
- Creating and managing documents, spreadsheets and presentations
- Compiling reports
- Managing diaries for team members
- Scheduling meetings, taking minutes and arranging conferences and events
- Speaking to customers and clients to answer queries and resolve issues

Education

9-2007 - 6-2010

Alexandria University Faculty of Law

2016 - 2018

Master's degree of administrative law. Alexandria University, Alexandria School of Law

MS degree in Administrative law General appreciation very good

Language

Arabic
English

Skills

MS Office Word.
MS Office Excel.

Interests

Reading.

•

