

Mohamed Said Hassen Elnamer

Focus on Sales Department

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PROFILE SYNOPSIS

Professional Competency with 16 years of experience. For the last Three years I have been employed as a Sales Coordinator And one year as a team leader for NourDIX for Electronics devises

Right now I am looking for a suitable position with a fast-moving organization that has an environment of endless opportunities for personal and career growth.

STRENGTHS

- ✓ Around 4 years of experience Carrefour
- ✓ Committed & Hardworking Professional
- ✓ Ability To A plan and arrange order on time
- ✓ Skilled in Sales reporting Analysis
- ✓ Outstanding Problem Solving skills
- ✓ Writing reports in Arabic and English.

CAREER PROGRESSION

Team Leader
NourDIX (Carrefour)

JAN2018 – Till Now

Sales Coordinator
NourDIX (Carrefour)

JAN 2014 – DEC 2017

Sales manager
Elnamer for car spare parts CO

2002 - 2014

EDUCATIONAL QUALIFICATIONS

Diploma in Accountant (university of Alexandria). 2005

CORE COMPETENCIES

- ✓ Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- ✓ Ensure the adequacy of sales-related equipment or material
- ✓ Respond to complaints from customers and give after-sales support when requested
- ✓ Store and sort financial and non-financial data in electronic form and present

- reports
- ✓ Handle the processing of all orders with accuracy and timeliness
- ✓ Inform clients of unforeseen delays or problems
- ✓ Monitor the team's progress, identify shortcomings and propose improvements,
- ✓ Assist in the preparation and organizing of promotional material or events
- ✓ Ensure adherence to laws and policies

IT SKILLS

- MS Office, Internet and E-mail applications

PERSONAL DETAILS

Nationality : Egyptian
Date of Birth : 8TH DEC 1984
Marital Status : Married
Languages : English,

Mohamed said Elnamer