

ISLAM MOHAMED KHALED

senior sales rep

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Age: 35 years

Objective

Desirous of challenging leadership position as Administration Manager to apply creative problem solving and time management skills

Summary

A well qualified office manager with versatile skills including team supervision and development, report and document preparation, accounts and bookkeeping, data management, workflow scheduling and planning, customer service and project co-ordination.

Work Experience

New Maisco international company - (05/2017 - 04/2021)

Cairo

sales director of the wholesale department

Salesman director of the wholesale department at new maisco international for cosmetics

Makarim alnokhba company - (04/2014 - 12/2015)

kingdom of Saudi Arabia

sales representative

Working as sales representative at company for marble and ceramic

Friends company - (01/2016 - 03/2017)

maadi-Cairo

Human Resource Specialist

Education

Kuwait English school

Bachelor degree in commerce - zagazig university

Department : Accounting

Graduation year : 2010

Courses & Certifications

- Financial account program - Al sharq academy (08/2021)
- English language diploma - The British John Hevr academy
- Professional financial accountant

- Program requirements for windows Xp , word , excel , access , power point and inter
- I c d l certificate for computer literacy
- Excel and peachtree (financial program)
- Confidence in internet usage and research

Languages

- English - (Intermediate)
- Arabic - (Fluent)

Skills

- Good Communication Skills - (Advanced)
- Good Treatment With Agents And Work Team - (Advanced)
- Ability to withstand long hours of work without getting bored with the same efficiency - (Advanced)
- Ability to learn new tasks quickly - (Advanced)
- Very motivated learn any management skills - (Advanced)