

MARAM ISMAIL AHMED

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Date Of Birth · 09/01/1986

Gender · Female

I HAVE A DEMONSTRATED EXPERIENCE IN SALES COORDINATION AND SECRETARY FIELD, LOOKING FORWARD TO A NEW JOB ROLL WHERE I CAN PROVE AND ENHANCE MY SKILLS.

EXPERIENCE

2019 – PRESENT

SALES COORDINATOR, SAKKARY MACHINERY

Office admin, Executive Secretary, Sales Coordination, writing and presenting sales offers

2017 – 2019

SALES COORDINATOR, INSUTECH FOR ISULATION TECHNOLOGY

Sales coordination, writing and presenting sales offers

2015 – 2016

EXECUTIVE SECRETARY, SAKKARY MACHINERY

Executive Secretary, Sales Coordinator, writing and presenting sales offers

2011 – 2015

SALES COORDINATOR, UNION AIR FOR AIR CONDITIONING

Sales coordination, Customer Service and receiving customers complaints

2008 – 2011

SALES COORDINATOR, UNITED GROUP FOR AIR CONDITIONING

EDUCATION

MAY 2004

DIPLOMA, INDUSTRIAL TECHNICAL INSTITUTE, REFRIGERATION AND AIR CONDITIONING DEPARTMENT

COMPUTER SKILLS & COURSES

- Microsoft Excel
- Microsoft Power Point
- Microsoft Word
- Secretary Professional Diploma from YET Educational Center

LANGUAGE SKILLS

- Arabic mother tongue
- Fair command of English

REFERENCE

References will be furnished upon request.