

Mohammed Ahmed Mohammed Kamal

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Objective:

Having a position within a corporation that will allow me to develop, enhance and apply my education, strong communication, abilities and personal skills.

I'm striving for success and self-actualization, make new success stories.

Education:

Higher institute of social work – Egypt 2018

Experience:

- Receptionist, at Al-Iskandaria Company, Egypt 2016 (1year).

Al-Iskandaria Constructions Company, one of "Talaat Mustafa" group.

Welcome the visitors to destination and application of criteria for reception process.

Carry out customer services and execute them, guide them, review their requests.

Provide the necessary information and knowledge of the services and requirements.

Arrange the entry and exit of visitors, guests, maintenance and follow up the guest register.

Perform any other tasks assigned to me by the direct president.

Respond to customer inquiries.

- PRO, at Orange, Egypt 2017 (1year).

Orange Egypt for telecommunications S.A.E.

Talk with customer service personnel and work on their training and awareness about customer service.

Create the spirit of the team until the harmony within the work to reach the satisfaction of customers and solve their problems.

Know the tools available to the customer service team and what they can offer the customer to satisfy.

Know the target customer base and focus with them and listen to them and communicate with them always until the problem is solved or the service is provided to him.

- Tele-sales, at ALSHAMS Company, Egypt 2017-2018 (1yaer).

Al-shams Medicine Store.

Suggestive of selling.

Deal with clients enquires.

Establish and develop stable client relationships.

Achieve the company profits and targets.

pecial courses:

- Call Center – Public Relation Office (2018)

- International computer driving licensee (ICDL 2017).

- Sales Representative at Kandeel Company, Egypt 2018 (1year).

Medicine and Medical supplies Company.

Create value for your customers to convince them of your product or service.

Act on behalf of the Company to sell its products and services, and also act on behalf of customers to maintain their interests.

Displaying the products to customers thus leading to its introduction in the market.

Follow up the movement of the products in the market on all large and small.

Gathering the important information to develop marketing strategy.

-purchasing specialist at EL-Gohara company for glass and alumetal, Dubai 2019 -

sourcing new suppliers , ensuring that the purchased products and materials meet specific technical.

ensuring timely deliveries and resolving any supply issues or discrepancies.

Preparing proposals, requesting quotes, and negotiating purchase terms and conditions.

Sales Manager at Giant Projectts Trad Cont. Co. Oman (1 year) 2021

- * Sales manager is responsible for all branches with sales team & showroom driver .
- * Sales manager taken permission letter from showroom & you will discuss with production manager for production & timing for delivery kitchen .
- * Showroom car oil change or any issue coming need to repair , driver discus with his manager , you will handle that issue .
- * All showroom manager discusses with his manager for fixing timing , service & sales manager discuss with production manager .
- * Showroom manager don't call factory directly , any issue coming he have to inform his manager , he will discuss factory .
- * Every end of the month needs Sales , Deposit , and Fixing & Showroom Expenses (With Bill) full monthly report .
- * End of the month need bank deposit slip & monthly fixing file .
- * Permission letter , service paper of any types of report must be date & signature sales manager & showroom manager .
- * Showroom manager or sales manager can call purchase manager for check color availability .

-purchasing specialist For Kitchen Front Company Oman (1 year) 2022

- Liaising with internal project teams and maintaining strong supplier relations.

* Sales manager taken permission letter from showroom & you will discuss withPreparing issuing purchase orders and agreements.

-Analyzing industry and demand trends and supporting senior management with the development and implementation of sourcing strategies.

-purchasing specialist at Gulf National Oil Company in Oman 2023

- Researching and identifying prospective suppliers.
- Liaising with internal project teams and maintaining strong supplier relations.
- Complying with company policies, procedures, and regulatory standards.
- Preparing and issuing purchase orders and agreements.
- Monitoring supplier performance and resolving issues and concerns.

Skills:

- Creative thinker.
- Desire to make a difference.
- Excellent attention to details.
- Working with different work teams.
- Imaginative, energetic and enthusiastic.
- Efficient computers skills - Marketing ideas, products and services.
- Use the internet effectively and efficiently, browse Arab and foreign sites.
- Efficient computers skills especially: typing work and calculations (words, power point, excel).

Personal information:

- Date of birth: April 10, 1995
- Place of birth: Zagazig – Egypt
- Nationality: Egyptian
- Marital status: Single
- Languages Known: Arabic (mother language), English (second language) - Visa Status: Visit Visa

Reference

- Available upon request.