

Maha Wengat Badie
El SheikhZayed
19 Building , 16 th district
Mob/01205935941 / 01277122722

E-mail: Maha_Wengatg@yahoo.com

Objective:

Seeking a job in a reputable company where my communication, interpersonal and computer skills can be utilized and further developed.

Education:

2001 - 2005

- B.Sc., Commerce, Accounting Department Cairo University, Giza
- Diplom in Management and Marketing ,

Work Experience:

- Director of Contracts and Sales for the OTC line, **Brother Pharma** from 1/2017 to now
 - Area Sales Manager, **Brother Pharma** from 5/2013 to 1/12/2016
 - Area Sales Manager, **Orascom** from 3/2010 to 11/2013
 - Senior Unit Manager, **HSBC** (Credit Card department) from 12/2008 to 1/2010
 - Assistant Chairman, **Better Home** from 10/2007 to 11/2008
 - Senior Unit Manager, **Barclays Bank** (Credit Card department) from 11/2005 to 9/2007
 - Executive Secretary, **Insight Magazine** from 4/2003 to 10/2005
 - Sales, **Solution DotCom Xerox** from 4/2002 to 2/2003
-

Languages:

- ❖ Mother Tongue Arabic
- ❖ Good in both written and spoken English.

Personal Skills:

Flexible, Active, Creative, Ambitious, Hard Worker, Public Relations Skills, Good Communication, Work under pressure.

Computer Skills:

Windows/Excel/Word/PowerPoint/Access (AUC)

Hobbies:

Swimming, Reading, Signing, Listening and Travelling.

Workshops:

Time Management, Career Planning, Presentation Skills, receive electronic mails and reply filling. Handling problems with the company, clients and the departments.

Work files to all dealings of the company bids and offers work practices

Handling incoming and outgoing faxes, preparing seasonal tariffs and rates offers

Preparing conferences contracts, booking hotel reservation for individuals

Organizing for business appointments and conferences, handling business calls

Receipting Business visitors

Confirming and cancelling all reservation requested

Organizing for business appointments conferences

Handling all business correspondence related to Chairman

Managing the secretarial dept. and ensuring the stability and accuracy of workflow

Handling with some of Sales and Marketing affairs including exhibitions coordination

Marketing products by phone

Handling all business correspondence

Coordinating with other departments in company

Companies dealing with advertising and to help the work of an ad campaign to introduce and display products, radio, television, magazines and newspapers

dealing with insurance companies for the work and insurance documents.
Assistance in booking air tickets Forms of writing for the United States and Germany Visa
Dealing with the German Chamber of Commerce and booking tickets for exhibitions in Germany.

Dealing with the printing presses for the work of brochures and catalogs and cards

Direct contact hotels and the largest restaurants in Egypt and the relationship section
direct food and beverage Procurement Section and the ability to introduce any new product in the list of the hotel

Open new markets to deal with the company

Responsible for contracts between the company and hotels in Egypt

Responsible for the introduction of any new product for hotels

Responsible for the work of the explanation of the products to managers in different departments

Meeting and work with them and convince them

Responsible for presentation of the work of the staff specialists and a detailed explanation of the work for them.

Responsible for organizing concerts inside the hotels and coordination between the management company.

Responsible for the company's presence in the concert's main hotels because they are more publicity for the company and especially New Year's Eve concert and festival of love and the New Year with coordination between the administration of food and beverage

marketing and administration and management of purchases and sales department in line with company.

Responsible for supplying any special product company to the hotel and work contracts and thereby regulate the manner of payment with the administration of accounts and supplied to the direct management of the company

Report is the work of Bam currency daily appointments, links, and submitted to the Director of Administration. The work of a monthly report of new spots, which had been contracted and the problems that I face during the course of work and offer suggestions solve it and submit it to the management of the company. Action report, which needs expect any client with coordination between the marketing department and sales department and presented to the Department of Company

Work offers and discounts and gifts to provide customers with the coordination with the administration of the company Action. Work daily report and then work a monthly report and annual report work role to work that I do and be submitted to the management company.

Responsible for the contract between my company and the United Distribution Companies for Pharmacist's, Pharma Overseas and Multi Pharma.

Responsible for the availability of products in all branches, making an agreement between the branch manger and the tell-sales manager, and making an offer and bonuses for tele sales officials.

Responsible for the availability of all products in the stores of distribution companies and for following up their withdrawals and making internal reports for the company .

Responsible for contracting with Multi-branches pharmacies , providing all the company's products , and concluding a contract with products, bonuses, marketing and advertising means .

Dealing with all company reports for distribution companies and pharmacies, sales official report, evaluations and training .

Opening new markets for sale and advertising at the level of the republic.

Personal Information:

Place of birth: Cairo, Egypt

Nationality: Egyptian

Marital status: Single

Driver license Available