



+971 564834431



elsayedeldiasty123@gmail.com



United Arab Emirates - Al Ain



ELSAYED ABDELKHALEK

Personal summary :

I have been working 8 years in Sales and Marketing in the field of Human Pharmaceuticals, Cosmetics, Personal Care and Perfumes. I worked as a real estate agent for two years in Egypt and two years in the United Arab Emirates, Al Ain, which made me stronger in the field of sales and marketing in any product. I worked 4 years in the administrative field as an executive secretary, customer service employee, and administrative assistant

Personal information :

- ☐ Martial status: single.
- ☐ Nationality: Egyptian .
- ☐ Date of birth :09/09/1992
- ☐ Visa status : Valid residency

Educational :

- ☐ High School Diploma - Ali abdelrazik (2009)
| Electricity Department
- ☐ (ICDL)
| Grade: Good (2011)

Work experience :

- ☐ **Working in Egypt as a Teller and Administrative Assistant | Tamweely Microfinance – Egypt (2021-2022)**
 - ❖ Dealing with cash transactions and giving the work the amount of financing approved by the company and responsible for opening and inventorying the safe and helping to conclude contracts between the customer and the guarantor.
- ☐ **Working in United Arab Emirates as a sales executive | Mohammed Balhuimel Foundation for perfumes (2019-2021)**
 - ❖ Dealing with customers and persuading them to buy the offered commodity and fulfilling their purchase desires. He has experience in all kinds of Arabic and French perfumes and incense.
- ☐ **Working in the United Arab Emirates as an administrative assistant | Al-Falahi Real Estate Company (2017-2019)**
 - ❖ Dealing with customers, answering their inquiries, and assisting in administrative and accounting work.
- ☐ **Working in Egypt as a sales executive | boutique Daar Elazya (2014-2017)**
 - ❖ Dealing with customers and persuading them to buy the offered commodity and fulfilling their purchase desires.
- ☐ **Working in Egypt for Multipharma Company for Medicines and Cosmetics (2010-2014)**
 - ❖ Executive sales over the phone, persuading customers to buy and achieving the sales target

Personal Skills :

- ☐ Marketing of products and goods.
- ☐ Convince customers with goods and give them a detailed and detailed
- ☐ Teleadvisor in a call center illustration of the product.
- ☐ Able to work under pressure
- ☐ Commitment to working hours

Software Skills :

- ☐ Microsoft Word
- ☐ Microsoft Excel
- ☐ PowerPoint
- ☐ Oracle
- ☐ Google AdWords
- ☐ Photoshop

Languages :

- ☐ Arabic
- ☐ English