



AHMED ADEL ELNGAR

- BRUNCH MANAGER
- SALES COORDINATOR
- CUSTOMER SERVICE
- MARKETING

📍 khalifa city , abudhabi

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PROFILE

Professional business administrator with a back ground in sales , marketing , client relations and financial management. Highly skilled in managing operational duties of business. Prior experience in organizational leadership and executive administration.

SKILLS

- Financial modeling and reporting Data mining and analysis
- Coordinate the team by managing schedules
- Handle the processing of all orders with accuracy and timeliness
- Complex problem solver
- A team player with high level of dedication
- Good computer skills (MS Office)
- Service-focused
- Observation
- Decision making
- Communication
- Multi-tasking

WORK EXPERIENCE

BRUNCH MANAGER (SALES & MARKETING)

la creme abudhabi

Oct 2022 - Present

- Build and maintain strong relationships with potential and existing customers to drive sales growth.
- Develop and implement sales strategies to meet or exceed sales targets.
- Conduct market research to identify new leads and opportunities for growth.
- Communicate with clients to understand their needs, provide product information, and present solutions to meet their needs.
- Prepare sales proposals and contracts, negotiate terms and conditions with clients, and execute sales contracts.
- Maintain accurate sales records and prepare regular reports on sales activities and performance.
- Communicate with suppliers and choose the best prices before completing deals.
- Provide after-sales support to ensure customer satisfaction and retention.
- Collaborate with the production team to ensure timely delivery of orders and address any customer complaints or concerns.

SALES COORDINATOR

MASTER CAKE UAE

NOV 2020 -OCT2022

- Designing and implementing a strategic sales plan that expands company's customer base and ensure its strong presence
- Maintain sales quotas by managing a team that will meet or exceed target sales numbers
- Attend to client complaints and resolve issues promptly
- Conduct customer satisfaction surveys and recommend ways of improving client satisfaction
- Work with internal departments to ensure company meets clients' expectations
- Oversee customer relationship management system

SALES EXECUTIVE

MODERN furniture - EGYPT

JAN 2018 -SEP 2020

- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs. Understanding and promoting company programs.
- Preparing and submitting sales contracts for orders. Answering client questions about credit terms, products, prices and availability.
- Maintain updated knowledge of floor inventory, including furniture details and customization options.
- Aid customers in finding excellent matches for their needs. Polishing furniture permanently
- Treatment and restoration of furniture

EDUCATION

- FACULTY OF COMMERCE

Accounting & Business administration
mansoura university

CERTIFICATES

- ICDL (MS OFFICE)
- -PROFESSIONAL ACCOUNTANT
CERTIFICATE
- -GENERAL TRAINEE
- -CERTIFICATE OF EXPERIENCE IN
PRACTICING THE PROFESSION
OF ACCOUNTANT (NASSER
SOCIAL BANK)

SALES EXECUTIVE

elmetwaly eleraqy furniture – Egypt

2014-2018

- Meeting with customers to discuss design concepts, materials, and pricing options
- Keeping track of inventory levels to ensure there is enough supply to meet demand
- Preparing new merchandise for display, using tools such as hammers, nails, staplers, and screwdrivers
- Providing customers with product knowledge and answering questions regarding pricing, delivery details, or repair services
Recommending products to customers based on their needs and design preferences
- Arranging furniture in rooms according to the customer's specifications
- Coordinating deliveries of furniture to customers' homes or businesses
- Maintaining a computerized inventory of all items in stock, including manufacturer details and prices
- Presenting mock living room or bedroom setups in the store to help potential buyers envision how items will look in their own home
Polishing furniture permanently
- Treatment and restoration of furniture