



# SAYED HAMED

## About Me

Highly motivated and experienced bank teller with Two years of experience providing exceptional customer service through accounting processes and resolving problems

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- sharjah
- Married
- EGYPTIAN
- AGE 32

## LANGUAGE

- English
- Arabic (Native)

## EDUCATION

- Bachelor of Arts .
- English literature .

## EXPERTISE

- Problem Solving .
- Creativity , Flexibility and Teamwork.
- Organization skills .
- Negotiation
- Communication Skills .
- Computer Skills.

## EXPERIENCE

**CUSTOMER SERVICE / FC CASHIER / MARKETING**  
**GCC EXCHANGE | UAE JAN 2022- present**



- Trade Foreign Currencies (Purchasing and Selling).
- Transaction "Western Union , Ria ,Instant Cash Transfast" (Sending & Receiving).
- Accepting cash, Cheque , and other forms of payment.
- WPS Wages Protection System.
- VAT Payment, UTILITY Payment & GPPSSA Processing .
- Daily Cashier Report.
- Marketing "Facebook and Whatsapp".

## CUSTOMER SERVICE

**Data Direct Group "DHA" UAE. | OCT 2021- JAN 2022 "Training"**



- Providing information About Corona Virus Symptoms .
- Responding to Clients complaints & Inquiries.
- Leading The Clients To Best Solutions .

## BRANCH SUPERVISOR

**Kuwait Food Company UAE. | Jan 2019- Sep 2021**



- Handling Branch Sales .
- Handling Customer & Be Sure To Be in Satisfying Condition.
- Responding to Clients complaints & Inquiries.
- Handling Products Qualities .
- Assign Staff In The Correct Position According To There Experience.
- Handling Staff Complaints and Proplems.
- Suggesting Sales , Closing Sales .
- Responding toClients complaints & Inquiries.

## SALES COORDINATOR

**International For Electrical Engineering "IEE" EGYPT.**  
**MAY 2014- Sep 2018**



- Open Deals , Follow up and Closing The deal .
- Prepare "RFQ , Tenders , Invoices " .
- Prepare " Sales , Purchasing and Performance " Reports .
- Coordinate Between Company's Departments.
- Coordinate between Representatives and Management Department.
- Coordinate Between Company and Clients " venders and buyers "
- After sales Services .