

# MOHAMED DIAA SADEK

## SALES AND CUSTOMER SERVICE

Abu Dhabi, Zayed City, El Falah Street, UAE | m.sadek3031@gmail.com | 0508205193  
Own a visa

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### SUMMARY

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Energetic and personable sales professional with a strong background in customer service, accounting, and cash operations in fast-paced environments. Adept at building and maintaining client relationships, with excellent communication, negotiation, and leadership skills. Highly motivated to achieve sales targets and deliver excellent service. Seeking to leverage my experience in sales and customer care to contribute to dynamic and growth-oriented organizations.

### PROFESSIONAL EXPERIENCE

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#### Receptionist

**Darelshfaa hos. Hawalli , Kuwait**

**November2023 – March 2025**

- Greeting patients and visitors , answering questions, and direct them to the appropriate department , Scheduling appointments and confirming it for patients and reminds them of upcoming ones. Also ensuring that the appointment calendar is accurate and up to date.

#### Sales Officer

**Zain Telecom Co., Kuwait**

**February 2022 – October 2023**

- Supported sales operations, maintained excellent client communication, and contributed to revenue growth.

#### Branch Manager

**Al Muzaini Exchange Co.**

**July 2018 – December 2021**

- Led branch operations, team management, and customer service initiatives.

#### Accountant

**Accounting Office**

**July 2016 – June 2018**

- Performed daily accounting tasks, financial reporting, and account reconciliation.

#### Accountant

**Factory at Elsadat Elrobaiya**

**December 2015 – June 2016**

- Handled factory accounting operations, expense tracking, and bookkeeping.

#### Hotel Staff

**Dessert Rose Hotel, Hurghada**

**June 2015 – December 2015**

- Provided customer service in a five-star hotel environment, ensuring guest satisfaction.

### EDUCATION

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**Menoufiya University**

Bachelor of Commerce – Accounting Department 2011 – 2015

**TRAINING COURSES**

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- Electronic Accounting (Excel, Peachtree, QuickBooks, Microsoft Accounting)
- Computer Skills (Introduction to Windows, Word, Access, Excel, Network, PowerPoint, Information Technology)

**SKILLS**

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- Management Skills
- Creativity
- Communication Skills
- Negotiation
- Critical Thinking
- Leadership

**LANGUAGES**

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- Arabic (Mother Tongue)
- English (Very Good)