



Mahmoud Metwally Al-Sayed Harhour

Sales Representative

Contacts : + 971 509615632

harhourmahmoud@gmail.com

AI Sharjah , Dubai, UAE

Objectives

Highly energetic person with great personality and motivation, and with a desire to succeed, seeking a Sales Representative position; to utilize communication skills and positive attitude to bring customer satisfaction and increasing sales.

Key Skills

- Presentation Skills
- Client Relationships
- Emphasizing Excellence
- Energy Level
- Negotiation
- Prospecting Skills
- Meeting Sales Goals
- Creativity
- Sales Planning
- Independence
- Motivation for Sales
- Team Leader

Work Experience

Sales Executive Indoor,

Egypt **A clothing store**

From 2016 to 2018 (**total 2 Years Experience**)

➤ Job Responsibilities

- Receiving customer's phone calls and all inquiries regarding requested items
- Update current customers about the availability of the new items , prices as per their requests
- Making all the outbound call to the new customers to identify the prospective customer and target new customers
- Establish the trust between the customer and organization
- Preparing invoices, and receipts on the company system
- Making the good negotiation with the customer to get the best deal on some times

Personal

Age : 27 Years

Relationship : Married

Nationality : Egyptian

Language : Arabic, English

Visa Status : **Visit Visa**

Education

Hight School , Egypt

Software

Microsoft Office

Internet Skills

CRM

Computer Skills

Training

Direct Sales 2017

General Administration 2015

Computer Science 2015

Work Experience

Sales Executive Indoor,

Egypt Perfume store

From 2018 to 2019 (**total 1 Years Experience**)

➤ Job Responsibilities

- Responsible for items delivery to customers based on the distribution plan prepared by the operation team and management ,
- Prepare all the sales order with the customers
- Follow up with sales team to complete the sales target by following up the customer needs and update the management step by step on all process
- Making all bills and invoices and credit notes.

Crew Member in café, In Egypt from 2019 to 2020 (**total 1 Years Experience**)

- Brewed coffee and tea.
- Wrapped sandwiches, pastries, and hot entrees for serving.
- Balanced payments and receipts in cash registers.
- Prepared food items including salads, sandwiches, and desserts.
- Requested and recorded customer orders and totaled orders with cash registers.
- Notified kitchen staff of special orders and shortages.
- Supervised a team of six employees.
- Monitored and ordered food items and kitchen supplies.

I Declare That all the Information Above is Correct and Accurate .

Regards,