

AHMED HESHAM ABDALLAH

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21A, Ma'mal El-Alban, El-Khallfawy, Shoubra Misr, Cairo.

PROFILE

Energetic, self-starter, and a highly engaged, positive team player seeking a challenging opportunity in a vibrant workplace where my solid skills, experience and proven customer-relationship strengths can be effectively utilized for the success of the organization.

EXPERIENCE

PURCHASE SPECIALIST - SALES MANAGER

El Fateh co. for Contracting & Real Estate Investment

2017 - Dec 2019

- Responsible for Collecting purchase orders and purchase requisitions to order materials and supplies.
- Responsible for sales of residential units of Rose Heights compound.
- Responsible for overseeing residential units' contracts.
- Submitted expense reports.
- Prepared and monitored invoices.
- Responsible for online and offline marketing.

LOGISTICS COORDINATOR

Delta for Maintenance and contracting (El-Ain El-Sokhna)

Jan 2017 – Nov 2018

- Performed the administrative and logistics tasks associated with product shipping and delivery.

PUBLIC RELATIONS

El-Nahar Hospital

Feb 2016 – Sep 2016

- Ensured coordination of communication between patients' relatives and medical staff.
- Provided patients and relatives with information on hospital services, procedures, and protocols.
- Submitted a monthly report on patients' complaints, analysis, and follow-up.
- Provided follow-up and feedback on the results of analysis reports to the patients' complaints.

BRANCH MANAGER

Future comfort (El-Ain El-Sokhna)

2015 - 2016

- Responsible for budgeting, recruiting, and staff training.
- Oversaw daily operations in the furniture retail branch.
- Prepared sales reports, invoices, and bills documents.

REAL ESTATE SALES REPRESENTATIVE

Amer Group

April 2015 – Oct 2015

- Responsible for sales of the company's properties.
- Followed up on existing and previous clients.
- Prepared & executed presentations for units, properties, and sales objectives.
- Followed up on the prospective customers, conducted effective meetings, and closed deals.
- Prepared sales reports.

CALL CENTRE AGENT

Vodafone Egypt

Dec 2014 – Feb 2015

SALES REPRESENTATIVE

Pharma Overseas

April 2014 – Sep 2014

SALES REPRESENTATIVE

El Ezaby Pharmacy

Jan 2014 – March 2014

EDUCATION

Faculty of Commerce, Helwan University.

Foreign Trade Department

Major: Accounting

COURSES

- Diploma of Human Development & Marketing.
- Interior Decoration Diploma.
- Digital Marketing Diploma.

- English Language Course.

LANGUAGES

- Native Language of Arabic.
- Good Command of English

COMPUTER SKILLS

- Microsoft Office.
- Basic use of internet & search engines.