

Ahmed Salaheldin



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📍 Dubai, UAE

Summary

Motivated and results-driven recent graduate with a Bachelor of Laws degree from the Mansoura University. Fluent in English with exceptional writing and communication skills. Eager to contribute to a dynamic work environment through creativity and dedication.

Education

Bachelor's degree in law

Mansoura University, Mansoura, 2023

Work Experience

Xiaomi Technology

Aug 2021 - Oct 2022 | Sales Promoter

Responsibilities:

- Listening to what customers want and helping them find the perfect product for their needs.
- Constantly building product knowledge and delivering this knowledge in engaging ways.
- Setting up attractive product displays.
- Delivering presentations and demonstrations to customers and other stakeholders.
- Engaging in meaningful interactions and building good relationships with customers.
- Distributing samples and providing feedback for improvement to the management team.
- Following up with customers and providing guidance on product selection.
- Meeting daily targets and submitting sales reports.
- Networking with relevant stakeholders.

Skills

Computer Skills

- **Document Processing**

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

- **Data Analysis**

Basic data analysis skills using tools like Excel.

- **Legal Software**

Exposure to legal software for case management and document automation.

- **Digital Communication**

Skilled in using email and other digital communication tools.

- **Social Media**

Ability to leverage social media for legal research and networking.

Personal skills

- Excellent verbal and written communication skills
- Able to work effectively in diverse teams
- Problem solving
- analytical thinking
- Quick learner with a flexible and adaptive approach

Al Safa Pharmacy

Feb 2019 - May 2020 | Store Keeper

Responsibilities:

- Responsible for all day-to-day duties associated with Goods-In – receipt of stock, checking off deliveries etc.
- Worked alongside the other Store Keeping Staff to ensure that stock received into the Pharmacy Department is checked in and stored away in optimum time.
- Stock and organize goods in assigned locations while adjusting locations as needed.
- Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.

Strengths

Adaptability

Quickly adapts to changing cases and priorities, resulting in successful management of multiple complex cases.

Attention to details

Takes great care in reviewing and preparing legal documents, resulting in accurate and thorough work products.

Collaboration

Works effectively with attorneys, staff, and clients to achieve desired legal outcomes, resulting in successful case resolutions.

Time Management

Demonstrated ability to meet deadlines and handle multiple tasks

Hobbies

- Gaming
- Voice Over

References

Available upon request.

Languages

- Arabic
Native Speaker
- English
Excellent verbal and written

... Personal details

- Marital Status : Single
- Date of birth : April 2001