

Atef Mohamed



Sales Dispatcher

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Visa Status

Resident in Dubai, United Arab Emirates

Date / Place of birth

May 1979/Egypt

Nationality

Egyptian

Employment History

• Sales Dispatcher at Coca-Cola Egypt

05/2014-06/2022

- As a Sales Dispatcher at Coca-Cola Egypt, I was responsible for planning and managing sales targets, creating reports, and sending them to the head office.
- Installed sales apps on salesman tablets, trained them on how to use the apps, and solved any problems they encountered.
- Utilized excellent communication and teamwork skills to effectively coordinate with the sales team and ensure the achievement of sales goals.
- Demonstrated good time management and organizational skills to prioritize tasks and meet deadlines.
- Successfully contributed to the growth and success of the sales department through effective sales target management and planning.

Profile

Experienced Sales Dispatcher with a strong background in sales target management and planning. I have 18 years of experience, including 8 years at Coca-Cola Egypt. In my role, I was responsible for creating and managing sales targets, generating reports, and providing support to the sales team. I also installed sales apps on the salesmen's tables and trained them on how to use them. I have excellent communication and customer service skills, as well as strong organizational and problem-solving abilities. I am a team player and have the ability to adapt to changing environments. My future goals include further developing my skills and achieving a higher level of excellence in my work.

Skills

Sales Target Management.....5/5
Communication Skills.....5/5
Customer Service.....5/5
Organizational Abilities.....5/5
Problem-solving.....5/5
Teamwork Skills.....5/5

Languages

Arabic.....Native
English.....Native

- **Human Resources Chief at Coca-Cola Egypt**

10/2010-05/2014

- As a Human Resources Chief at Coca-Cola Egypt, I was responsible for recruiting, payroll, and employee management,
- Utilized excellent communication and interpersonal skills to effectively engage with employees and address their needs and concerns.
- Managed the recruitment process, including sourcing, screening, and interviewing candidates, to ensure the hiring of qualified individuals.
- Successfully implemented HR policies and procedures to ensure compliance with company standards and legal requirements.
- Played a key role in promoting a positive and inclusive work environment through effective employee relations and conflict resolution.

- **Maintenance Technician at 12 – Itsalat International**

05/2009-09/2010

- As a Maintenance Technician at 12 Itsalat International, I was responsible for performing maintenance and repairs on Nokia brand mobiles

- **Accountant at High dam authority, Aswan**

10/2001-10/2007

- Provides financial information to management by researching and analyzing accounting data; preparing reports. Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information.

Education

- **Bachelors, High institute for Mantegna and computer**
- **Human resources diploma, Brilliance business school**