



# MOHAMED SAYED

## CONTACT DETAILS

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Address: Cairo ,Egypt

Nationality: Egyptian

## PROFILE & Experiences

**Highly Effective and Dedicated Sales Controller adept in Guiding Management Decisions in the sales and operations planning.**

**Experienced in Developing Strategic Business plans Export Or Import , as a result of working closely with Management teams.**

## EMPLOYMENT HISTORY

**Logistics Supervisor, El Shams for Shipping & Logistics , Cairo, Egypt**

**JANUARY 2021 – DECEMBER 2023**

- Scheduling shipping and deliveries.
- Handle all client requirements and support them using all possible sources.
- Study customer needs and manage inventory based on those needs.
- Ensure that goods are shipped and delivered in a timely manner.
- Building relationships with vendors, shipping companies, warehouse supervisors, customs brokers, sales representatives, and customers.
- Ensure that all parties work together to ensure shipments are packed, dispatched and delivered in a timely manner.
- Communicate with different carriers to obtain shipping quotes and decide on the best one in terms of cost, availability and reliability.

### **Sales Representative, Eastern Company, Cairo, Egypt**

JULY 2016 – JANUARY 2019

- Followed instructions from superiors and took initiative when appropriate.
- Handled the execution of customer agreements.
- Retained clients and extended contracts by addressing issues and concerns.

### **Sales Representative, Hyper One Market, Cairo, Egypt**

JANUARY 2010 – JUNE 2016

- Followed instructions from superiors and took initiative when appropriate.
- Worked well in a fast-paced environment.
- Recorded notes and kept accurate work logs.
- Handled the execution of customer agreements.

### **EDUCATION**

#### **Bachelor Social Work**

Graduation Year 2009

### **COMPUTER SKILLS**

- ICDL Course:
- Word , Excel ,
- Power Point For Business, Microsoft Office, Adobe,
- Windows XP"

### **KEY SKILLS AND CHARACTERISTICS**

- Team Working
- Excellent Listener
- Friendly, Courteous, and Service Oriented
- Poised Under Pressure
- Recruiting and Hiring Talent
- Solid Written and Verbal Communicator

### **LANGUAGES**

- Arabic: Mother Tongue
- English: Good