



MOHAMED GABER BAKR

Marketing Manager

I seek a long-term position in a commercial firm where I am to utilize my experiences, education and talents in the area of commerce that interests me and benefits the firm.

Contact

Phone

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Email

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Address

Dubai - UAE

Nationality

Egyptian

Marital Status

Married

Date of Birth

10-11-1993

Education

2014-2017

Bachelor of Business Administration & finance

M.S.A University – Department of Accounting – Egypt.

2011-2014

High school

Al-Azhar High school - Egypte

Skills

- Communication skills.
- Teamwork and interpersonal skills.
- Customer service skills.
- Problem-solving skills.
- Technology and software skills :
- Microsoft office (word – Excel – Power point – Outlook).

Language

- Arabic
- English

Experience

2022 - CURRENT

BEE KINGDOM Company| Dubai, UAE

Adminstrative Clerk

- Respond to customer inquiries and complaints.
- Direct and supervise employees engaged in sales,
- taking inventory, reconciling cash receipts.
- performing services for customers.
- Monitor sales activities to ensure that customers receive satisfactory service and quality goods.

2020 - 2022

MAWARID Services Company| Abudhabi, Abu Albyad ,UAE

Administrative Officer

- Managed and maintained employee time sheets for accurate payroll processing.
- Prepared daily and monthly reports on company activities, including budget, expenses and project progress.
- Ensured the timely and accurate completion of all administrative tasks, including filing, data entry, and correspondence.
- Collaborated with other departments to streamline processes and improve efficiency.
- Conducted research and analyzed data to support management decision-making.

2018-2020

Vodafone company

Customer Service

- Created new client pipeline to meet monthly targets, and arranging in person meeting ,emails ,or phone calls.
- Identified and closed new business opportunities through strategic networking, enhancing valuable client bases.
- Oversaw full sales lifecycle from prospecting clients to closing deals.
- leveraged product knowledge to achieve revenue goals and retain clients.
- Grew engagement, interaction and reputation through multi-platform campaigns for outstanding levels of client satisfaction.
- Prepare sales contracts ensuring adherence to law-established rules and guidelines.

2015-2018

Freelancer

Translator Online