

Muhammed Fawzy Amin

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EXECUTIVE SUMMARY

A seasoned professional with a strong background in sales and store keeping. I have over 10+ years of experience, including 6+ years in the accounting-data entry field and four years as a sales Executive with Imperial Brands. During my tenure at Imperial Brands, I took on the crucial role of managing the Rich bake, driving successful relationships, and maximizing revenue with key clients. My diverse skill set, coupled with my dedication and expertise, makes me an asset for any organization seeking a talented individual to navigate the intricacies of accounting and key account management.

EDUCATION Alexandria University Egypt

Bachelor of Commerce

2003

PROFESSIONAL EXPERIENCE

United overseas company,
Alex-Data Entry + store
keeper

April 2017 – present

- Reviewing daily stock . work as adata entry and stock control .
- Preparing periodic inv. Continuous inventory on **Sales Buzz APP (sap system)**.
- Delivery of goods ready for shipment.
- Give an orders to store team

Accountant in a phosphate mine. Aswan,Egypt

2010 – 2017

- Hit target accurately and timely, exceeded at times
- Ensured budget & time requirements are met
- Managed the key account of David off
- Acted as the point of contact for clients
- Organized regular client meetings to discuss their requirements
- Resolved problems and handle complaints in a timely manner
- Identify new potential customers
- Supervise sales account representatives
- Stay up-to-date with new features and product launches

- Established best practices
- Monitored and report on sales performance analytics
- Suggested innovaSalesman , Many Food companies 2003 – 2010
- -interviewing clients telephonically to establish their ability to pay debt
- -confirming clients' information and payment agreements
- -informing management regarding effectiveness of strategies for various accounts

SKILLS, ACTIVITIES & INTERESTS

Languages: English & Arabic

Skills: Sales & marketing, pricing, financial reporting, book keeping

MS Office: well versed with MS Office (Excel, PPT & Word)

- Advanced sap
- Advanced Excel
- Advanced power point
- Advanced word
- Quick Books

Projects

- University projects
- -entrepreneurship & Small business -design website through WordPress -prepare data shotive ideas to increase sales and improve customer experience