

CV

# MOHAMED MAGDY MOUTA



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**Objective:** Dynamic and results-driven professional with over a decade of experience in sales, customer service, and account management. Seeking a challenging sales position where I can leverage my expertise in building client relationships, driving revenue growth, and exceeding sales targets.

**Summary:** Experienced sales supervisor with a proven track record of leading high-performing teams and achieving sales objectives. Skilled in developing and implementing effective sales strategies, cultivating strong client relationships, and delivering exceptional customer service. Strong communicator with the ability to collaborate across departments to drive business success.

## QUALIFICATION

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- **BACHELOR OF ACCOUNTING**, Accounting Department, Kafr El-Sheikh University, 2011 (Good).

## EXPERIENCE

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**Sales Supervisor** | Al-Fakhama Auto Parts Company, Kafr El-Sheikh 2021 - 2023

- Oversaw sales operations, leading a team of sales representatives to achieve targets and maximize revenue.
- Developed and implemented sales strategies to drive business growth and enhance customer satisfaction.
- Analyzed market trends and competitor activities to identify opportunities for expansion.
- Provided training and guidance to sales team members to improve performance and productivity.

**Sales Representative** | Al-Fakhama Auto Spare Parts Company, Kafr El-Sheikh 2017 - 2021

- Established and maintained relationships with customers to promote products and services.
- Identified sales opportunities and generated leads through effective communication and negotiation.
- Managed customer inquiries and resolved issues promptly to ensure customer satisfaction.
- Collaborated with internal teams to coordinate sales activities and meet customer needs.

## **Customer Service Representative | Vodafone, Kafr El-Sheikh 2014 - 2017**

- Assisted customers with inquiries, complaints, and requests related to telecommunications services.
- Provided accurate and timely information to customers to resolve issues and address concerns.
- Handled billing inquiries, processed payments, and updated customer account information.
- Maintained high standards of customer service excellence to enhance customer loyalty and retention.

## **Accountant | Rani Juice Company, Kafr El-Sheikh 2010 - 2014**

- Managed financial transactions and maintained accurate records of accounts payable and receivable.
- Prepared financial statements, reports, and budgets to support business decision-making.
- Conducted regular audits to ensure compliance with accounting standards.
- Collaborated with internal teams to analyze financial data and identify opportunities for cost savings.

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### **LANGUAGE SKILLS**

- Arabic: Native speaker.
- English: Good command in reading, writing, and spoken communication.

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### **COMPUTER SKILLS**

- Proficiency in accounting software.
- Familiarity with various computer programs.
- Expertise in Microsoft Office Suite.
- Knowledge of different operating systems.
- Proficient in internet research and navigation.

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### **COURSES**

- ICDL Course
- Customer Services Course
- NLP Course

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### **PERSONAL SKILLS**

- Strong interpersonal and communication skills.
- High sense of responsibility, able to work under pressure.
- Quick learner with the ability to adapt to new tasks efficiently.
- Team player with flexibility and creativity.
- Hardworking and willing to work overtime when required.