

Hesham Mohamed Mohamed El-Yamani

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Personal Information

Nationality : Egyptian
Military Service : finished
Religion : Muslim
Marital status : married
Date of birth : 14/09/1978
Residence Location: Dubai- UAE

Education

Faculty of Commerce 2001
General grade : Good
University : Suez Canal University

RESUME SUMMARY

14+ Years Total Experience in Procurement and marketing,

Presently working in Lotus Company for Trade and Investment (Egypt-Port said) as

“Marketing supervisor”

DETAIL WORK EXPERIENCE

EMPLOYMENT : Lotus Company for Trade and Investment /Egypt-Port said (2007 – now)

JOB DESCRIPTION

- Support the company in the implementation of its marketing campaigns.
- Producing & analysing sales figures, then reporting them to marketing managers.
- Assisting the marketing team with day to day administration duties.
- Managing & maintaining product & data information within company systems.
- Assisting in organising promotional events.
- Liaising on a daily basis with clients , customers and suppliers.
- Attending networking events & promoting the company.
- Involved in organising planning and controlling exhibitions.
- Working with the sales team to maintain and update pricing / listing details.
- Involved in producing and publishing marketing material

EMPLOYMENT : **Noor Al-Hoda for Garments /Egypt-Cairo (2004 – 2007)**

JOB DESCRIPTION

- Ensured timely delivery of merchandise through consistent communication and follow-up with the vendor, distribution Centre, and merchant team.
- Managed the markdown process, communicate variances to the buyer.
- Completed business recaps with direction from the buyer.
- Completed advertising prep sheets, obtained samples, attended advertising turn-ins and proofing.
- Ensured timely delivery of advertised merchandise, and communicated issues to merchant team.
- Analyzed ad performance and made recommendations to maximize future performance.
- Assisted in preparation for pre-market analysis.
- Identified and shopped competition.
- Communicated issues to stores using the appropriate communication channels.
- Interacted effectively with vendors and internal colleagues to achieve departmental goals.

EMPLOYMENT : **Retal for Garments /Egypt-Ismailia (2002 – 2004)**

JOB DESCRIPTION

- Performed basic accounting and bookkeeping associated with procurement and department funds in support of Production Department accounting staff.
- Monitored budgets for expenditure appropriateness and sufficient funds.
- Assisted staff by coordinating comprehensive departmental purchasing activities
- Performed accounts receivable and payable tasks; audited travel and hosting.
- Handled all payment requests
- Maintained departmental Procurement policy and procedure manual and recorded databases.
- Participated in professional development training programs associated with procurement and basic accounting functions.

- **Essential Skills**

Excellent supervisory and management skills. Proactive, determined and able to work across all functions, good Knowledge and comfortable with undertaking financial analysis, Ability to be creative and to show initiative.

Computer Skills

- Microsoft office
- Using most of computer application and software under WIN XP.
- Using SAP system to achieve all operations requirement

Languages

Arabic: Native language
English: good

I wish my C.V. satisfy your requirement

Hesham