

## **CURRICULUM VITAE**

### **Mohamed Rabie Ryad**



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### **OBJECTIVE :**

**Seeking a challenging career position in higher management with a company offering long-term opportunities for professional growth in recognition of dedication, drive, and superior performance. Intend to build a career with committed & dedicated people, which will help me to explore myself fully and realize my potential.**

### **EDUCATION :**

- Distant learning student, Faculty of Commerce (2009- up to date) Bani Suef University, Egypt
- Bachelor of social work (1996-2000) Tanta University, Egypt

### **Extra Education Courses :**

- Secretarial and Business Administration.
- English conversation.
- Hygiene training
- Customer come first
- Guest courtesy training

### **Surmmary of cualifiction:**

- Handled the tasks of dealing with customer queries.
- Responsible for taking appointments for different customers.
- handled task of promoting products and service.
- process inquires by phone , fax, Email and personal visits.
- meet customers to discuss their requirements.
- Excellent ability to work under minimal supervision and prioritize work.
- Excellent ability to use word processing equipment and/or software applications .

### **Work Experiences**

#### **Sales executive**

**Shafiq Fares Dagher Trading, Sharjah – UAE**

**September 2011 – October 2013**

- sell kitchen equipment and cabinet to clients in Dubai, Sharjah
- Responsible Sales Volume to achieve and maintain the Company prescribed sales standards for area of operation to improve and maintain company brand image and prestige.
- Responsible for Achieve exceed the target on number of prospects logged which ensures achievement of Company's business objectives and a larger customer/prospect base.
- Visit consulting company and have relation with them.
- Deal with Construction Company and follow up with them.
- prepare sales reports
- Explore opportunities in new market in the UAE
- Follow up with clients after orders and purchases
- Sell to clients retail sectors as well as different market sectors

## **Sales Representative**

### **GBT Industrial LLC, Dubai – UAE**

**June 2010 – August 2011**

- sell sanitary products to clients in Dubai, Sharjah, Northern Emirates
- sell sanitary products to clients in external markets; Iraq, Egypt, Lebanon, Saudi Arabia
- Customer relationship management
- To remain as basic point of contact for customers with queries, complaints, feedbacks, requests etc.
- plan sales campaigns
- prepare sales reports
- Explore opportunities in new market in the UAE and abroad
- Follow up with clients after orders and purchases
- Sell to clients in wholesale and retail sectors as well as different market sectors (construction, real estate, maintenance, boat refurbishment suppliers)

## **Office Manager**

### **Modern Arabia Publishing, Printing & Distribution, Jeddah – KSA**

**February 2008 – May 2010**

- Providing assistance to the company manager as required including word processing, transcription, information research, filing, taking and directing telephone messages, draft memos, financial, legal and other reports as appropriate.
- Attending tenders revising documents, legal contracts, tender documents & contracts, book lists for tenders, and communicating with foreign printing presses & publishing houses for book prices prior the submission of tender envelopes.
- Facilitating and communicating with other parties or divisions regarding providing them with needed information for financial, performance, calendar, human resources, and company participation in book fairs and publishing events.
- Responsible for all office supplies, computers, and or other hardware request and following up other facilities for the company by adhering to policies and procedures stand for.
- Arranging and assisting with meetings, conferences, meetings presentations/work papers within the company or subsidiaries, for the general manager and other employees as appropriate, and managing the meeting room activities
- Supervising office work, record-keeping and public files while maintaining the confidentiality of the general manager's documents.
- Supervising all phone calls and correspondence of the general manager and reviewing them on his behalf before reporting them to him.
- Responding to public enquiries and external in-house calls and correspondence in accordance with the instructions of the general manager.
- Supervising the delivery of letters, telex, fax, messages to the designated authorities.

## **Sales Representative and Administrative Officer**

### **Wiles for Building And General Trading Doha-Qatar**

**May 2006 – January 2008**

- Selling flats and villas within the handled projects company.
- Managed the office and related administrative work
- Through the above tasks and other tasks, I managed to sell the properties and reach targets, as well as run the administrative work in an organisational manner.
- also developed my own selling capabilities, an organisational and communications skills.

## **Personal Details**

Date of Birth: 5<sup>th</sup> November 1979  
Place of Birth: Egypt  
Gender: Male  
Nationality: Egyptian  
Driving License: Valid UAE License  
Visa status: Employment visa

**Skills:****Languages Skills :**

- Native Language: Arabic
- Good command of written and spoken English

**Computer Skills :**

- Windows 7
- Microsoft Office “ Word, Excel, Power Point, Project and Outlook 2007”
- Internet Explorer
- Software Maintenance
- Adobe Photo Shop 8.0

**Special Skills:**

- PADI Scuba Diving Courses “Open water, Advance and First Aid Respond”.
- An open minded, multitasking person.
- Handling difficult situations in appropriate manner and according to standard.
- Good verbal Communication skills in Arabic & English.
- Ability to learn from the feedback performance.
- Adjustable to any work environment and work under pressure.
- Outstanding independent learning skills.

**Interests:** Diving, Swimming, Travelling, Graphic Designing, Computer, Internet Learning new things

**Available upon request**