

MOHAMED EID
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Dubai, UAE



Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

Palma Hotel/ port said, Egypt
2019 - 2021

Receptionist

Greet and welcome guests in person and on phone; answer and direct inquiries to designated department.

Maintain log books, including signin/out logs, front desk expenditures, and calls received.

Pick up and sort daily incoming correspondence and deliver sorted mail to addressees.

Maintain executive managers' calendars by planning and scheduling conferences, teleconferences, and travel.

Manage front office reception area by cleaning and organizing desk, and visitor lobby.

MBG Group Santron company / Dubai, UAE
2021 - Present

Sales consultant

Finding and meeting new clients.

Communicating with pre-existing customers.

Explaining product features to the business's clients.

Providing customers with a comprehensive demonstration or training for the product or service.

Creating and maintaining a strong relationship with a company's customer base.

Education

Faculty of education Mansoura university
2019
Bachelor of Arts and Education

Skills

Flexibility and punctuality

Knowledge of MS office Word and Excel

Communication skills

Ability to work under pressure

Great attention to details

Customer service

Written and verbal communication skills

Dependability and Adaptability

Professional phone etiquette

Interests

Bodybuilding

Swimming

Traveling

Language

Arabic : Mother language

English : B1 certificate ,TOEFL

Germany : A2 Level

Personal Details

Date of Birth : 15/08/1996

Marital Status : Single

Nationality : Egyptian