

Samar Ismail Amin Ismail

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Objectives

I'm seeking a challenging, dynamic career opportunity in well – established organization, where my theoretical and practical background and interpersonal skills can be applied and fully developed & utilized.

Educational Qualifications

- **Diploma of commerce**
- **Major :Sales ,Data Entry**

Personal Information

- **Gender** : Female
- **Nationality** : Egyptian
- **Passport number:** A20744120

Work Experiences

- **An office Director for the Managing Director at High way Garments company Egypt from 5/2/2016 to 30/1/2018.**

Duties & Responsibilities:-

- Schedule meetings for the CEO and set reminders on tasks.
- Receive and filter all incoming calls and visitors of CEO and dial outgoing calls.
- 3.Receive the guests and visitors of CEO and orient them.
- 4.Follow up on requests, tasks assigned by CEO.

*** Sales Coordinator at "H.M Garments Company From 14/9/20013 To 25/12/2017**

Duties &Responsibilities:-

- Using communication skills good an outgoing personality with excellent customer service
- Highly organized meticulous with documentation and able to work within strict time Job Profile A
Sales Coordinator primarily assists the sales team focusing mostly on managing schedules Invoicing and logistics and distribution of any sales documentation

- Follow up with clients and able to efficiently respond to any online or telephone queries in a calm and friendly manner
- Liaise between other departments and the client to provide the service information most suitable to the clients Internal external needs cost and time restraints

• **Sales Representative at Oriflamme Company " from 7 June 2007 to 13 Aug 2013.**

Duties & Responsibilities:

- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Submits orders by referring to price lists and product literature.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc
- Recommends changes in products, service, and policy by evaluating results and competitive developments.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Provides historical records by maintaining records on area and customer sales.
- Contributes to team effort by accomplishing related results as needed.

Certificates and Courses

- General English courses (level per-intermediate to upper intermediate) in British Council.
- ICDL certificate from Computer courses Cairo University.

Languages

- **Arabic** : Native Language
- **English** : very good in writing ,Reading & listening and good level in speaking)

Computer Skills

- **Microsoft Office** : Word, Excel, PowerPoint, Outlook, Windows and Internet Browsing