

Tarek Moustafa Abdel Wahab

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Career Objective:

Seeking a good position, that enables me to utilize my computer, communication, and language skills, fulfills my personal ambitions and enhances my knowledge.

Work Experience:

Company:

Job Title:

Date:

Job Responsibilities:

ELABELZ.COM (UAE)

Call Center Representative

2018 – 2019

- Communicate and cooperate with supervisors and coworkers
- Respond to customer inquiries and refer clients to the appropriate channels
- Identifying valid or fraudulent transactions.
- Contacting customers via telephone to verify purchases.
- Take full responsibility for the dealing with relevant customers Complaints, queries and requests
- Following up Customer shipments with the courier companies.

Company

Job Title:

Date:

Job Responsibilities:

TELECOME EGYPT

Sales Executive

2016 –2017

- Carry out analysis of sales report and customer survey in order to identify and set sales objectives
- Prepare periodic sales report as well as maintain a record of sales.
- Collaborate with team members to achieve better results

Company

Job Title:

Date:

Job Responsibilities:

ETISALAT UAE outsource executive Agent in Egypt

Call Center Representative

2014 –2015

- Build sustainable relationships and engage customers by taking the extra mile
- Handle customer inquiries and complains.
- Follow communication “scripts” when handling different topics

Company:
Job Title:
Date:
Job Responsibilities:

ABUGHALY MOTORS
Sales Executive
2013 -2014

- Prospect and handle all car lease / car rental sales for Individual Clients
- Maintain a relationship with these clients to ensure renewal business
- Offer optional car/ products to customers in an effort to maximize sales opportunities and meet goals set by management

Company:
Job Title:
Date:
Job Responsibilities:

TEDATA (Egypt)
Sales Representative
2009 – 2013

- Present and sell company products and services to current or potential clients.
- Prepare actions plans and schedules to identify specific targets and to project the number of contacts to be made.
- Identify customer's needs, clarify information, research every issue and provide solutions.

Certificates:

Title:
Date:

Basic business skills acquisition (BBSA) Program
May 2007-.Dec 2007

- Business English
- Presentation Skills
- Computer Skills(MS Office, MS project and internet)
- Extra sessions for Accounting, Finance, Sales, Marketing.

Title:
Date:

English language at NOTCOURSES Academy
June 2015 - Nov 2015

- English language
- Presentation skills

Computer skills

:

Proficient user of MS Office & Windows

Personal information

Passport Expiry

- 12.05.2025

Gender

- Male

Language

- Arabic and English

Visa Status

- Cancelled Employment Visa

Date of Birth:

-02.03.1984