

HOSSAM MOHAMED MAGDY

Sales Executive | Data and Inventory Management Specialist | IT and Medical Insurance Professional

PERSONAL DETAILS

Riyadh, KSA
Date of birth: August 16, 1987
Driver's license: Valid
Nationality: Egyptian
Phone number: +966561215156
Email address: Hossam.Mohamed.It@gmail.com

PROFILE

Highly motivated and results-oriented professional with over 14 years of diversified experience across sales, warehouse management, data entry, IT support, and medical insurance operations. Demonstrates exceptional organizational, analytical, and communication skills, with a strong ability to optimize processes and enhance efficiency. Adept at managing teams, maintaining accurate records, and delivering high-quality service in fast-paced environments. Committed to continuous improvement and achieving business objectives through dedication, precision, and teamwork.

EDUCATION

Bachelor's Degree 2010
Institute of Higher Aljazeera of Computers and Information Systems, Egypt

EMPLOYMENT

Sales Executive Apr 2024 - Present
Gulf Star Est., Riyadh, KSA

- Responsibilities:**
- Identify new business opportunities and maintain long-term relationships with clients.
 - Conduct market analysis to support pricing and product strategies.
 - Prepare sales reports and track performance metrics using Excel.
 - Negotiate contracts and close sales deals efficiently.
 - Provide after-sales service to ensure customer satisfaction and retention.

Medical Insurance Officer & IT Support Apr 2022 - Apr 2024
Hala Issa Bin Laden Medical Complex, Riyadh, KSA

- Responsibilities:**
- Managed dental department insurance approvals and panoramic X-rays.
 - Coordinated with insurance providers for claim approvals and patient eligibility.
 - Supported the IT department in troubleshooting software and hardware issues.
 - Maintained accurate patient and insurance data using medical software systems.
 - Trained new staff on insurance policies and computer systems.

Store Manager & Senior Data Entry Jan 2017 - Jan 2022
Savola Egypt Group Foods, Egypt

- Responsibilities:**
- Oversaw daily warehouse operations including receiving, storage, and dispatch.
 - Maintained inventory accuracy using ERP and Excel systems.
 - Prepared stock and consumption reports to support decision-making.
 - Led a team of storekeepers ensuring compliance with safety and quality standards.
 - Coordinated logistics with suppliers and internal departments.

- Responsibilities:**
- Recorded and updated inventory transactions with accuracy and speed.
 - Supported warehouse team with stock control and order preparation.
 - Monitored data integrity and corrected inconsistencies in system records.
 - Assisted in training new data entry staff and introducing efficient workflows.
 - Generated daily warehouse activity reports and submitted to management.

- Responsibilities:**
- Entered customer and product information into company systems.
 - Ensured data accuracy and completeness for internal reporting.
 - Assisted in document filing and digital record keeping.
 - Collaborated with different departments to update client records.
 - Supported IT and administrative teams with database maintenance.

ACHIEVEMENTS

- Developed and delivered training programs for new staff on insurance policies and computer systems, improving team efficiency and accuracy.
- Maintained accurate and up-to-date patient and insurance records, ensuring compliance with medical and insurance regulations.
- Prepared detailed sales reports using Excel, enabling management to track performance metrics and make informed decisions.

PERSONAL SKILLS

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|---|---------------------------------------|
| Strong Communication & Negotiation Skills | Analytical Thinking & Problem Solving |
| Team Collaboration & Leadership | High Attention to Detail |
| Self-Motivated & Goal-Oriented | |

SOFTWARE SKILLS

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| Microsoft Office | ERP & Inventory Systems |
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CAREER SKILLS

- Operational Management & Process Optimization** – Skilled in managing warehouse, sales, and administrative operations to improve efficiency and reduce errors.
- Data Analysis & Reporting** – Strong ability to collect, organize, and interpret data using Excel and ERP systems for informed decision-making.
- Customer Relationship & Sales Development** – Expertise in building long-term client relationships, identifying new market opportunities, and achieving sales targets.
- Technical & IT Support** – Proficient in troubleshooting hardware/software issues, maintaining systems, and providing technical assistance to teams.
- Medical Insurance Administration** – Experienced in handling claims, approvals, and communication with insurance providers, ensuring compliance and service quality.

LANGUAGES

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| Arabic Native Speaker | English Good |
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