

Mohamed Abdelaleem

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SUMMARY

I am an administrative professional with extensive experience in data entry, sales and education. I am looking to join a dynamic workplace where I can leverage my organizational skills and practical experience to contribute to the growth of the organization and help achieve its goals.

WORK HISTORY

10/2024 – present

Warehouse Storekeeper

TAMER logistics - Damam- Saudi Arabia.

- Check incoming shipments for accuracy and quality.
- Maintain accurate inventory records, including stock levels and product locations.
- Organize products in the warehouse for easy access and efficient use of space.
- Ensure that all items are properly labeled to facilitate quick identification.
- Select items from inventory to fulfill customer orders and prepare them for shipment.
- Work with carriers to schedule deliveries and ensure timely dispatch of orders.
- Follow safety guidelines to ensure a safe working environment.
- Work closely with other warehouse staff, supervisors, and logistics teams to streamline operations.
- Provide regular updates on inventory levels, discrepancies, and any issues that arise.

08/2023 – 08/2024

Sales representative

Fathalla Market:

- Arranging, quoting and stacking products and reviewing expiration dates.
- Gathering the customers' feedback, analyse it and share with the internal respective teams.
- Maintaining relationships with the clients by providing support, information, and guidance.
- Achieving sales targets and developing marketing strategies.

01/2022 – 05/2023

Sales representative

Royal Herbs Company, - Giza, Egypt

- Promoting the company's offerings to potential customers & understanding the products and effectively communicating their benefits.
- Achieve the company specific sales targets.
- Engage with customers to understand their needs and provide solutions, ensuring a positive experience throughout the sales process.
- Report the sales activities and results to senior sales staff, providing insights into customer feedback and market trends.
- Learn from more experienced team members, gaining knowledge about sales techniques and product details.
- Follow up and track the overdue payment, ensuring timely collection of outstanding invoices and maintaining positive cash flow.

08/2020 – 10/2021

Data entry.

Al-Majd Contracting Company, - Cairo, Egypt

- Efficiently enter data and manipulate databases, and accurately update project information. Sales Assistant

EDUCATION

Bachelor’s degree in Physical Education - Helwan University.

LANGUAGES

Arabic Native	English Very Good
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SKILLS

• Communication Skills • Active Listening Skills • Persuasive Skills • Adaptability Flexibility • Collaboration Skills • Negotiation skills.	• Microsoft Excel • Self-Motivating Skills • Leadership skills • Problem Solving Skills • Digital marketing awareness
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COURSES

- **ICDL Certificate – Issued by the British Institute of Computer Science.**

REFERENCES

References available upon request.