

# Ahmed Helmy Ahmed Abd El Kader

Address: 504 zahraa nasr city,cairo



## Objective:

---

Seeking for a new challenge opportunity as human resource specialist in order to improve my personal & communication skills. Also, working in a well-established organization could improve my experience.

## Education and Qualification:

### 1- Bachelor of commerce: (Faculty of Commerce, zagazig universtiy).

#### Year of Graduation:

- Graduated on May 2010.
- Business Administration Department.
- with a general estimation Good (70, 48%).

## Practical Experience:

---

- **Working as senior sales and marketing at power healthy medical from January 2017 till now.**

#### **Responsibilities**

- sell and market over 1200 products that company issue at market
- supervise selling operation and communicate with customers (pharmacies ) and offer products with best price.
- market our product on facebook (gomla home el ghashem) and social media.
- lead sales representatives in their daily work and follow with them action selling plan.
- contact with suppliers to provide company products as (unliver, jonson,procter and gambel,medical supplements ) and review with them price.
- handle problem customers and issue solutions as company producers.
- pricing all products of company and promote to customer.

- **Working as Sales Representative at medical east for chemicals from august 2016 till January 2017.**

- **Worked at Pharma Premier as a medical representative from August 2015 till July 2016.**

- **Owner Service Agent (OSC) In Domina CoralBay South Sinai - Sharm El Sheikh with 1600 rooms (From 12<sup>th</sup> Dec 2012 till 12<sup>th</sup> Dec 2013).**

#### **Responsibilities**

- Coordinate and supervise all activities for owners.
- Assist all departments in being receptive to the needs of owners.
- Promote & Sell all Hotel Products and inform Owners about all events & offers.

- Follow up with the different departments about Owner's Requirements on Hotel System (Hotel Expert - E-mail - Opera).
- Receive Owner's Requests & send the Confirmation by E-mail or Fax and report the requests to the suitable department to be done in efficient Way

➤ **Working at SOL Y Mar Solaya Resort & SOL Y Mar Dar El Madina as a Receptionist in Marsa Alam (From 1<sup>st</sup> August 2012 till 1<sup>st</sup> Dec 2012**

**Responsibilities**

- Great, assist the Visitors to make check in, and confirm it on the Hotel System (Fidelio Suite 8).
- Completing procedures when guests arrive and leave.

## **Courses:**

**1-Human Resources Management Diploma from Egy Cham (35hours) on March 2020, certified from Ain Shams University and HRCI.**

**2- Special Diploma in accounting and auditing on June 2018 at Zagazig University with total degree (B).**

**3-front office skills development from ministry of tourism in October 2013.**

**4- Triple Power Diploma: course held from 2<sup>nd</sup> to 3<sup>rd</sup> of July 2010 by *Dr: Ibrahim El Fiky* including:**

The art of customer service.

The art of modern sales.

Strategic marketing.

## **Skills:**

### **Computer Skills:**

Have the knowledge to use computer windows (XP, Vista and windows seven).

Very good in using office 2003 ,2007 and 2010 (word, excel).

### **Languages skills: (Speaking& writing):**

**Arabic:** Mother tongue language

**Italian:** Native

**English:** Very Good

### **Personal Skills:**

\_Team working

Management and leadership

Analytical thinking

Self confident

Hard worker

## **Additional Details**

Lived for more over 12years in Italy

**Date of birth:** 10-11-1987

**Marital status:** single

**Military service:** finale exemption

**Note: References available upon request**

---