

# ADEL FAWZY

Sales Executive

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ELQassim, Saudi Arabia

10 years of performance in Sales & Retail I have been working for two years in the car installment field as Salesman in United international trading Co and From Dec, 2019 to 2023 working as sales Executive at Emirates NBD

## Work Experience

### Sales Executive

*Emirates NBD EGYPT*

Dec 2019 - Dec 2023

- Direct sales department, Auto loan.
- Comprehensive knowledge of vehicles and their functionalities.
- Strong ability to discuss and manage customer requirements and requests.
- Proficient at working under pressure and meeting tight deadlines.
- Excellent presentation and customer interaction skills.
- Up to date understanding of the latest trends and technology in the automobile market.
- High adaptability and willingness to learn new skills and areas of work.
- Cooperative teamplayer with strong organizational skills and high flexibility.
- Eager to learn, able to work with moderate supervision, and capable of multitasking.
- Capable of leading a team to achieve continuous new benefits.

### Salesman

*Abdul Latif Jameel International Co. Auto Loan Department*

Mar 2018 - Dec 2019

- Marketed company products and convinced clients to purchase.
- Developed and executed monthly plans, divided into weekly and daily work programs.
- Provided management with periodic reports on customers and sales turnover.
- Organized product supply and delivery schedules.
- Followed up on customer payments and installments.

### Assistant Branch Manager

*Chocolate and Gifts PATCHI*

Apr 2016 - Mar 2018

Coordinated with the store manager to conduct performance evaluations and execute training initiatives to

- achieve store targets.
- Supported the store manager in hiring and training personnel to ensure adequate staffing for outstanding customer service.
- Analyzed marketing information and translated it into strategic plans for customers.
- Ensured pricing was correct and items were ready for display.

### Salesman

*Chocolate and Gifts PATCHI*

Feb 2014 - Mar 2016

- Maintained daily records of all transactions and generated daily and weekly reports for the store manager.
- Directed sales floor activities, ensuring excellence in customer service and resolving store-level problems.
- Ensured items were clean, correctly priced, and ready to be displayed in the store.

### Accountant

*Accu Sleep for Mattresses and Bed Linens*

Feb 2012 - Mar 2013

- Finance Department
- Utilized Excel for reports, schedules, and transactions.

- Recorded all expenses after review and approval.
- Followed up on bank transactions and reconciled statements.
- Prepared necessary expense reports for management.
- Reviewed and recorded petty cash liquidation for cashiers.
- Issued and reconciled petty cash checks for sites.
- Reviewed job cards, fingerprints, and tracked any absences or loans.
- Calculated housing, transportation, and other allowances for each employee.
- Conducted daily follow-ups with other departments via phone and email.
- Managed Accounts Receivable and Accounts Payable.

## Core Skills

•, Technical / User Support, Microsoft Office, Internet and Outlook, Staffing, Management Proficiency and Tracking Budget Expenses, Client Relationships and Verbal Communication, Customer Service Skills : World-Class Customer Service, Complaint Handling, Up-Selling / Sales Support, Computer Skills, PowerPoint, Technical Skills, selling, Business Acumen, Interpersonal Skills, Listening Skills, Professionalism

## Education

**Zagazig University**

Jan 2009 - May 2013

**Bachelor** Commerce Accounting

## Languages

**Arabic** (*fluent*), **English** (*good*)