

Khaled Mohamed Khalil

Address : 30, Amr Ibn al-Aas st, Imbaba, Giza.



Career

Objective

Seeking a challenging position in Human Resources field that will help to expand and develop experience, interests and qualifications.

My objective is to constantly grow and learn in a creative professional environment while cultivating personal ambitions and enriching my understanding of the trade.

Education

HELWAN UNIVERSITY

2013- 2017

Faculty of Law

Work Experience

El Abd Foods

Assistant Team Leader - Online Branch

April 2019 – Till Now

- Establish and maintain relationships with individual or business customers or provide assistance with problems these customers may encounter.
- Prepare operational or risk reports for management analysis.
- Evaluate data pertaining to costs to plan budgets.
- Recruit staff members.

BE GROUP

June 2017 – November 2017

Marketing consultant

- Develop and implement a marketing strategy according to objectives and budget
- Prepare detailed proposals and marketing plans
- Advise on branding, positioning, communications and other marketing issues
- Give direction to marketing efforts with the most effective methods and tools
- Monitor marketing projects and analyze results
- Write reports with suggestions for improvements and new ideas

Coca Cola Egypt

January 2017 – June 2017

Sales Executive

- Implement all sales activities and maximize business opportunities in specific area of responsibility under the general guidance of the director and
- Have comprehensive and up to date knowledge of all the outlets unique selling points, features, amenities, services and policies and those of the competition

- Work closely with the Sales & Revenue Department as the point of contact for all F&B related bookings and enquiries, in close coordination with the Outlet Managers to promote special events and occasions
- Achieve all individual Hotel Food & Beverage sales targets in your area by maintaining and creating a close relationship with customers
- Generate new and maintain existing customer relationships through various sales activities and create awareness of the hotel outlets and facilities through face-to-face sales calls, telephone calls, entertainment, site inspections etc. to ensure complete coverage of own portfolio of accounts and achieve set targets and maximum possible productivity
- Ensure that all incoming requests are addressed within 24 hours in order to avoid customer complaints and loss of business
- Display a pleasant manner and positive attitude at all times to promote a good company image to guests and colleagues in order to avoid internal or external complaints
- Operate in a safe and environmentally friendly way to protect guests' and colleagues' health and safety, as well as protect and conserve the environment
- Set up meetings with potential clients and listen to their wishes and concerns Prepare and deliver appropriate presentations on products/ services create frequent reviews and reports with sales and financial data
- Respond to incoming email and phone enquiries
- Gather market and customer information challenge any objections with a view to getting the customer to buy advise on forthcoming product developments and discuss special promotions

Caffitaly System

July 2015 – December 2016

Sales Consultant

- Provides first-class sales by answering any questions the consumer might have about coffee machines.
- Acts as a liaison between consumer and manufacturer.
- Acts as an expert in selling coffee machines and coffee capsules to consumers that meet their needs and desires
- Answer potential customer questions and follow-up call questions
- Close sales and lead customer through purchasing process
- Understand customer needs and offer solutions
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Coordinating sales efforts with marketing programs
- Maintaining client records.
- Answering client questions about credit terms, products, prices and availability.

Pepsi Cola Egypt & Chipsy Food Industries (PepsiCo)

June 2015 – December

2015

- Performance Ratings and Objective Setting Review
 - Review performance ratings according to certain criteria for more than 1000 employee records.
 - Audit the objectives setting according to (SMART) to ensure the quality.
- OHS

- Joining in OHS by making more than 600 phone call surveys.

Courses& Training

- Human Resources Management Diploma at EGYCHAM (35hours) certified from Ain Shams university and HRCI on March (2020)
- ICDL Course in Helwan University (2016) - Degree: Good
- General English and Conversation courses from Berlitz (2015)

Skills

Languages

- Arabic: Mother Tongue.
- Good English both written and spoken.

Communication Skills

- Very good communication skills

Computer Skills

- Good at Microsoft Office (Excel / Word / Power Point / Visio).
- Excellent working through Internet.

Competencies

- Ability to work under pressure.
- Ability to meet deadlines.
- Ability to maintain confidentiality.
- Attention to detail.
- Hard worker, responsible, cooperative and dynamic.
- Ability to work with team work.
- Ability to learn new tasks quickly according to the job needs.
- Self-Motivated and Friendly
- Powerful searching ability through internet tools
- Problem solving

Personal Data

Date of Birth: September 27nd, 1995

Gender: Male

Nationality: Egyptian

Military Status: Performed.

Marital Status: Single

Reference furnished upon request

