



ELSAYED ABDELKHALEK ELDIASTY

Areas of Expertise

- Planning, executing schedules and marketing materials
- Excellent verbal and written communication skills
- Computer Proficient
- Responsible for market research
- Time management skills
- Demonstrated excellence in ensuring compliance with applicable policies, contracts and regulations
- Developing strategic plans, provide sales status report
- Perform administrative tasks relating to promotion of various program
- Delivering excellent work status



WORK HISTORY

- 11/2019
08/2021 **Working in a kebab and kofta restaurant - cashier - Al Ain City - -UAE**
Working on the cashier and orders inside the restaurant and on contacting and communicating with customers
- 2017
2019 **Secretary-Sales | Al Falahi Group Alain – UAE**
Sales and marketing employee for Al-Falahi groups rental, writing contracts and clearing transactions in the municipality and general secretary of the company reception
- 1/2016
3/2017 **Receptionist | Al jamaa Hospital (Al Mansoura Egypt)**
A receptionist used to follow up on illnesses and illness, organizing hospital work and appointments, and communications and complaints to patients
- 10/2013
12/2015 **Distributor Sales | Egyptian Pharmaceutical Trading Company (Egypt)**
A sales representative made the request for the products, marketed them, and included them in drug stores and pharmacies
- 11/2011
9/2013 **Marketing Representative | Multi Pharma Pharmaceutical Company (Egypt)**
An executive sales representative communicating with clients to make orders and access products and deposit them in warehouses
- 10/2009
7/2010 **Sales | Universal Medical Services & Health Management Company (Egypt)**
An executive record of drug requests, store supervisor and Call Center
- 8/2010
10/2011 **Sales | Elmanar Real Estate Company (Egypt)**
Secretary and real estate sales employee and contract writing



EDUCATION

- 2006
2009 **Secondary Industrial School**
Electricity Department

TRAINING COURSE

- ICDL**
International Computer Driving License

SUMMARY

Having experienced more than 9 years providing exceptional customer service in the field of Marketing Services, Sales and Administrative works with extensive knowledge of products. A proven track of record of professionalism combined with results. Experienced and work well in a collaborative environment, yet thrives on personal sales achievements.

PERSONAL INFORMATION

Mobile No: 00971564834431

E-mail:elsayedeldiasty123@gmail.com

Address: Al Ain, UAE

Date of Birth: 9/9/1992

Nationality: Egyptian

Marital Status: Single

LANGUAGES KNOWN:

- Arabic
- English

SKILLS

Numerical and Analytical Skills



Excellent Communication



Innovative



Result Oriented



Team Work



Creativity



Microsoft Word, Excel, PPT



Self-motivated

