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Dubai

## EDUCATION

Accounting **Faculty of commerce (English section)**, Egypt, Cairo university, June 2010

# HADIR TAREK

## WORK HISTORY

December 2019 - April 2020 **Booking international company - Telesales Agent**, Abu Dhabi

- Contact potential or exciting customer to inform them about card and offers .
- Answer questions about products.
- Ask questions to understand customer requirements and close sales.
- Enter and update customer information in data base.
- Handling customer needs.

February 2015 - February 2016 **El Sharkawy Group - Administrative Assistant**, Egypt

- Created PowerPoint presentations for business development purposes.
- Answer and direct phone calls.
- Organize and schedule meetings and appointments.
- Book travel arrangements.
- Provide general support to visitors.

**Fun trip tours - Secretary**, Egypt

- Set travel arrangements and gathered documents for management and executive staff meetings and trips.
- Met incoming customers and provided friendly, knowledgeable assistance.
- Check,sort and forward emails.
- Monitor office supplies and place orders when necessary.
- Keep updated records and files.

June 2014 - January 2015 **Aequitas real estate company - Real Estate Agent**, Egypt

- Generates client leads to buy and sell a property.
- Develop a competitive market price by comparing properties
- Show properties to potential buyers and renters.

- Promote properties with ads, listings, and open houses.

August 2011 - May 2015 **Vodafone - Sales and Customer Service Representative**, Egypt

- Determined consumer demand and potential sales volumes by studying market research.
  - Manage staff members, strategically assigning tasks to facilitate productive workflow.
  - Effectively manage large number of customers.
  - Achieve individual revenue target and report to line managers to review performance
  - Keep records of customer interactions, process customer accounts and file documents.
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## **SKILLS**

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| • Microsoft office ( PowerPoint, excel,word,outlook). | • Hard worker and always willing to learn. |
| • Internet browsing and online application.           | • Good communication skills.               |
| • Web log ( news monitoring services)                 | • Ability to work under pressure.          |
| • Teamwork spirit.                                    | • Sociable, responsible and faithful.      |