

**Address**

Albarshaa , Dubai

**Contact**

971554580394

eltawelabdelrahman@gmail.com

**Date of Birth**

October 30, 1993

## PROFILE

*A dynamic and energetic individual who is polished and professional in both appearance, personal interaction, and all communications, has the ability to combine technical knowledge with sales skills to act as a primary contact for product demonstrations, client needs assessments and the development of technical specifications*

## EDUCATION

**University of Alexandria , Egypt**

*B.Sc of electrical power engineering and machines with grade Good GPA*

## SKILLS

- ✓ *Excellent verbal and written communication skills, organised at Multitasking and scheduling*
- ✓ *results-driven professional whose mission is to increase your company's profitability and productivity.*
- ✓ *Highly skilled in conceptualizing and implementing innovative digital marketing initiatives to boost market impact and expansion*
- ✓ *Fast typing and computer competences, The ability to work independently as well as in a team.*
- ✓ *Attention to details and accuracy, Confidentiality and integrity.*
- ✓ *Good management analytical and problem-solving skills, Plus leadership qualifications.*

## LANGUAGES

*Arabic - Native*

*English - Excellent*

*French - Beginner*

# ABDELRAHMAN H. ELTAWEL

*Engineer with Marketing and Sales background plus customer centric approaches*

## EXPERIENCE

*May 2016 - November 2017*

**customer service and satisfaction**

*Globe engineering electro-mcechanical*

***Delivers an excellent customer experience, helping customers choose the right product and services through mails or in meetings for their requirements,***

***Conducts problem solving and troubleshooting***

***Provides technical help to colleagues***

*December 2017 - September 2018*

**sales excutive**

*Almaza autotrade*

***applied ways to increase sales of client products and services, Worked with clients to determine realistic marketing budgets,Managed customer relations efforts for each client, Identified traditional online and social advertising and marketing opportunities,***

***Developed and implemented strategic marketing plans and tracked results.***

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*11.2018 - 04.2019*

**administrative assistant**

*AKH company , Dubai*

***Developed and maintained company's filing systems and records , Managed employee personal records, write corrective action documents for store ,***

***Monitored payroll and communicated information to management team , Generated weekly reports for management team, communicated information to district staff ,***

***Assists with the processing of various correspondence and notifications Operates a variety of office equipment, such as a multi-line telephone system, CCTV system , and computer Performs filing and record , keeping Data Entry into system Assists with administrative support including wage verification.***

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## SOFTWARE SKILLS

*Microsoft Office - Excellent*

*Social media platforms - Excellent*

*Data entry skill - Good*

*Autodesk AutoCAD - Excellent*