



AHMED TOUATI

Sales Supervisor

Sales Associate

PROFESSIONAL EXPERIENCE



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SUMMARY

More than 7 years of success in the field of sales (clothes, furniture, home appliances, electronics and in-depth insight into technology, digital commerce and cars). As a sales administrator and controller, my main goal was to ensure high-quality work for customers, by supervising and coordinating the activities of sales staff and cashiers, training and monitoring sales staff, ensuring the resolution of customer complaints and merchandise shortage problems, and preparing the required periodic reports (weekly, monthly, etc.). My years of experience in many different companies have allowed me to improve my skills in supervising and managing many shops, small malls, and overall organizational tasks. Oral and written communication skills in Arabic/English/French. Efficiency in conducting all studies and the general situation of the stores (benefits or losers with a comprehensive study and finding solutions). Right now, I would like to join a company that firmly believes that success is achieved through its people.

EDUCATION & TRAINING

• Master's Degree in Geology, Specialty Hydrology and Hydrogeology.

University of Sciences and Technology Houari Boumediene (USTHB). ALGERIA.
Major of Promotion.
Period: September 2011 to July 2013.

• Bachelor's Degree in Geology, Specialty Water and Environmental Sciences.

University of Sciences and Technology Houari Boumediene (USTHB). ALGERIA.
Period: September 2008 to July 2011.

Position: Cashier

Company: Minimarket Bab Ezzouar - ALGERIA

From: September 2008 to July 2011

- Track prices for products, services, or tickets and determine the total payment amount required.
- Weight of goods and bulk products.
- Receiving and processing various payment methods.
- Perform transactions using the device (cash register, scanner, etc.).
- Goods are packed or bagged.
- Arranging inventory racks, as needed.
- Clean the counter around the cash register.
- Calculate the amounts collected at the end of the shift and reconcile them with the total sales number.

Position: Salesman

Company: Bab Ezzouar Shopping & leisure - ALGERIA

From: September 2011 to July 2013

- Greet customers and gain their trust.
- Discuss the products or services sought by customers and advise them.
- Inform customers about the use and maintenance of goods.
- Describe prices, credit and exchange terms, warranties and delivery dates.
- Equipped the goods and present them in an attractive way.
- Receipt payments and conduct transactions by invoice, purchase order, cash or electronically, as required.
- Merchandise management, inventories and merchandise orders.
- Provide after-sales service (For products with a warranty period).
- Writing the daily report: sales list, daily income, product status (list of products that must be brought...etc.) and transmit the information to his hierarchy.

Position: Sales Associate

Company: A group of stores (furniture and household appliances)

El Eulma - ALGERIA

From: March 2014 to May 2015

- Assist customers and provide information about product
- Handling the cash register
- Assist with visual merchandising
- Maintaining the elegant appearance of the store by arranging the placement of goods and giving an aesthetic look (coordinating and decorating the product)
- Stock Management and replenishment
- Establish summaries and transmit the information to his hierarchy.
- Prepare periodic reports (weekly, monthly etc.) required.
- Maintaining knowledge of police regarding payment and exchange

Position: Sales Supervisor (Wholesale and Retail)

Company: Ardis Mall - ALGERIA

From: August 2015 to February 2016

- Supervise and coordinate the activities of sales staff and cashiers.
- Distribute tasks and establish work schedules.
- Authorize check payments and merchandise returns.

• **Training Managing a Project with Primavera.**

Sonatrach Management Academy. ALGERIA
Primavera P6 Beginner and Advanced,
Primavera Risk Analysis.
Period: October 2022 to December 2022.

• **Software Mastery MS Project.**

National Institute for Equipment development.
ALGERIA.
Period: March 2016.

• **Baccalaureate Certificate, Stream Technology-Electrical Engineering.**

Kherrata Technicum School. ALGERIA.
Session: June 2008.

• **Algerian Driving License.**

Period: 2016.

LANGUAGE

ARABIC (NATIVE)	●●●●●●
ENGLISH	●●●●●●
FRENCH	●●●●●●

PROFESSIONAL SKILLS

Communication	●●●●●●
Teamwork	●●●●●●
Interpersonal & Adaptability Skills, Creativity & Time Management	●●●●●●
Problem Solving & Logical Thinking	●●●●●●
Team Leadership & Supervisory Personnel	●●●●●●
Good Organizational & Professionalism Work Ethic	●●●●●●

I.T SKILLS

Computing (software & hardware)	●●●●●●
MS Office Software	●●●●●●
Primavera 6 & Risk Analysis	●●●●●●
MS Project	●●●●●●
AutoCAD - Covadis	●●●●●●
Photoshop	●●●●●●
ENVI	●●●●●●
Software: Global Mapper, MapInfo, Surfer, Diagrams, Variowin, WinSev, Statistica,...etc.	●●●●●●

- Hire and train sales staff.
- Maintain inventory and order goods.
- Resolve issues related to customer complaints and merchandise shortages.
- Prepare reports. Sell merchandise to customers as needed.
- Writing the daily report: Sales situation, Income and expenses (winner or loser).
- Establish summaries and transmit the information to his hierarchy.
- Prepare periodic reports (weekly, monthly etc.) required.

EVENTS AND ASSOCIATIONS

Position: Volunteer participant

Student associations: University (USTHB) and Student residence - ALGERIA.

From: September 2008 to July 2013

- Super Participation in various events, scientific, cultural and sports courses in student associations at the university and university residence, in addition to participating in organizing various outings and trips, Throughout my academic career at Houari Boumediene University of Science and Technology.

Position: Participant

Event: Mediterranean Games Oran 2022 - ALGERIA

From: June 2022 to July 2022

- Participation in the distinguished and successful preparation for the opening and closing ceremonies of the Mediterranean Games, which took place in the Oran stadium.

Position: Volunteer participant

Association: Charitable associations-Bejaia Province - ALGERIA.

- Volunteering and participating in the preparation of various charitable events and activities organized by charitable associations affiliated with the municipality of Kherrata (helping the poor and orphans, organizing a wayfarer breakfast for the blessed month of Ramadan, religious and national holidays, ...etc.). Bejaia Province.

OTHER PROFESSIONAL EXPERIENCE

- ✚ **Position: Planning and Project Monitoring Engineer Level 1**
Company: National Pipeline Company - ALGERIA
From: March 2017 to June 2023
- ✚ **Position: State Engineer in Water Resources**
Company: Directorate of Water Resources of Province of Ouargla – ALGERIA
From: February 2016 to March 2017
- ✚ **Position: Drilling Engineer Level 2**
Company: Water and Sanitation Company of Algiers (Production Direction) - ALGERIA
From: May 2015 to August 2015
- ✚ **Position: Hydrogeology Engineer**
Company: Limited Liability Company Oued Righ Abar Company - ALGERIA
From: September 2013 to March 2014

REFERENCE AREA AVAILABLE ON REQUEST

Hereby certify that the above information are true and correct to the best of my knowledge.

INTEREST & HOBBIES



Reading



Sport



Internet



Travel



Photography