

Muhammad Moustafa

Sales Officer

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Education

Hotel Institute Diploma Egoth, Alexandria

Employment

Internal sales officer

Miami Phone Store, Alexandria

Oct 2015 - Aug 2018

Sep 2013 - Jun 2015

- Customer reception and routeing within store departments. • Provide accurate information such as product features, prices and after-sales services.
- Responding to customers regarding products and services.
- Show comparisons between prices and additional features to encourage customers to buy.
- Supervising the consistency of storage operations and quantities displayed on the shelves.
- Supervising the procedures for returning and replacing products.
- Introducing customers to the latest special offers and discounts on an ongoing basis.
- Provide periodic reports on customer feedback to the store manager.
- Always updated with new products and services.

Internal sales officer

Dayun Motorcycle Store, Alexandria

Meet customers and knowing their requirements.

- Explain the dimensions, specifications and prices of motocycles.
- Working to convince customers of available alternatives.
- Surveying motocycles prices in the market.
- Making and maintaining customer relationships.
- Preparing motocycles papers for the owners to end the sale process.
- Follow up customers until sales confirmation.
- Knowing what customers think about the service provided after visiting the branch.
- Advice to customers with after-sales services and confirm the best pickup date.

Sales Manager

Jan 2021 - Present

Oct 2018 - Dec 2020

El-Amira Bazar Market, Alexandria

- Managing the team work.
- Dealing with sales and corporate representatives.
- Handling invoices and financial works.
- Managing warehouses and coordinating products on stores.
- Product pricing.

Personal details

Date of birth March 9, 1995

Place of birth Alexandria

Driver's license **Private Driving Licencse**

Gender Male

Nationality Egyptian

Civil status Single

Skills

Problems solver and decision maker

Work under pressure

Flexibility

Strong and proven sales skills

communications

Fast learner

Cashier system

Languages

Arabic

English