



Ahmed Shaheen

Area manager

CONTACT



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SKILLS

- Sales managements
- Key account management
- Leadership and team management
- Customer service
- Market analysis
- Sales forecast

LANGUAGES

Arabic (Mother Tongue), English (Fluent)

Nationality

Egyptian

Marital Status

Married

PROFESSIONAL SUMMARY

Experienced Senior Administrative Manager with over 15 years of proven success in operations management, team leadership, and process optimization. Expertise in streamlining administrative systems, managing cross-functional teams, and implementing cost-saving initiatives. Seeking to leverage extensive experience in administrative leadership and project management to contribute to the success of a dynamic organization.

PROFESSIONAL EXPERIENCE

Senior Administrative Manager, Professional International Trading & Contracting Company, Kuwait

December 2018 – August 2024

- Lead a team of 15 in daily company operations, improving workflow efficiency by 20%.
- Developed and implemented administrative systems, reducing operational costs.
- Prepared and managed budgets in collaboration with department heads, reducing overspending.
- Planned and organized more than 50 key office events, including interviews and conferences.
- Managed special projects, ensuring alignment with company objectives and a 100% success rate

Senior Supervisor, General Merchandising, Spinneys, Cairo, Egypt

October 2016 – August 2018

- Exceeded sales targets by 15% through strategic merchandising and product placement.
- - Improved profitability by promoting high-margin products, contributing to a 10% increase in GP.
- - Coordinated staff performance reviews, resulting in improved team productivity by 12%.
- - Managed inventory control, ensuring stock accuracy and minimizing discrepancies.

Showroom In-Charge, Panasonic NAS Stores, Doha, Qatar

May 2013 – June 2016

- Managed daily showroom operations, leading to a 25% increase in foot traffic and sales.
- Optimized stock control procedures, improving product availability by 15%.
- Developed and executed showroom marketing strategies, resulting in a 10% boost in customer engagement.
- Trained and mentored junior staff, promoting two employees to higher roles within one year.

CERTIFICATIONS & TRAINING

- Fundamentals Of Human Resources- Ain Shams University
- ICDL – Computers & Information Cairo University
- Sales Skills – Cambridge Qatar Academy
- Time Management – Cambridge Qatar Academy
- Intel Processor Training – Intel Corporation
- Nokia Mobile Product Training – Nokia
- Sales & Customer Service Training – Mobile Shop Training Center

Zone Supervisor, Untied Electron Company (eXtra), Riyadh, Saudi Arabia
October 2008 – June 2011

- Analyzed customer needs and market trends, leading to a 20% increase in customer satisfaction.
- Minimized shrinkage rates by implementing tighter stock control measures.
- Drove a 10% increase in section profitability through better product placement and merchandising.

Store Manager, Mobile Shop Trade Agents Co., Cairo, Egypt
August 2006 – August 2008

- Achieved monthly and quarterly sales targets, consistently surpassing expectations.
- Increased store profitability by focusing on high-margin product sales.
- Managed daily store operations, ensuring compliance with company policies and procedures.
- Trained staff on product knowledge and customer service, leading to a 15% improvement in customer satisfaction.

EDUCATION

Bachelor of Commerce and Business Administration, Cairo University
Graduated: 2005

KEY SKILLS

- Operations Management: Expertise in supervising day-to-day operations, ensuring smooth business processes.
- Budgeting & Financial Management: Skilled in budget preparation, expense monitoring, and cost control.
- Team Leadership: Proven ability to manage, train, and motivate teams to achieve performance goals.
- Project Management: Adept at planning and executing projects aligned with company objectives.
- Inventory & Stock Control: Strong background in managing inventory, reducing stock discrepancies.
- Customer Relationship Management: Proficient in developing strategies to enhance customer satisfaction.
- Technical Skills: Microsoft Excel, Word, PowerPoint, Internet Research, Data Management.