



Ashraf Abdel Razak Abdel Salam

Address: No.9 Dr. Borgy St., Kafr Abdo, Alexandria, Egypt

OBJECTIVE:

To obtain a responsible position in a company where my academic background, skills and knowledge allow me the opportunity of growth.

PERSONAL DATA:

Date of birth: 27/12/1975.
Place of birth: Alexandria – Egypt.
Religion: Muslim.
Nationality: Egyptian.
Marital status: Married.
Military service: Final exemption.
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Registered at the General Authority for Financial Control No. 42387.

EDUCATION:

Bachelor of Computer Science & Commercial Science (1997).
Grade: Very Good.

LANGUAGES:

Arabic: Mother tongue.
English: Written & Spoken & Reading.

COMPUTER SKILLS:

Basic
Pascal
Word
Excel
Internet

PERSONAL SKILLS:

- Strong leadership & Organizational abilities.
- Target Oriented.
- Hard worker and able to work under pressure.
- Excellent interpersonal communication skills.
- Excellent presentational and negotiation skills.
- Effective troubleshooting and problem-solving skills.
 - Strong knowledge of marketing research.
 - Awareness and experience in dealing and communicating with customers and top management.
 - Strategic Management and long-term planning.

WORK EXPERIENCE:

Misr Emirates takaful company (Agency Manger).

From 15/March/2020 till date.

Job description:

- Build up team at with 3 sales managers with 18 manpower and recruit on regular basis to increase and expand capability for company also the team.
- Maintain turn over to be less than 5 %.
- To plan and carry out direct marketing and activities, to maintain and develop sales for insurance in accordance agreed with business plan, to achieve the highest revenue.

Principal duties and responsibilities:

- Put business plan for team member to help them to achieve their target.
- Train members team and support them in meeting to increase their skills.
- Review monitoring dairy on daily basis for team members.
- Weekly meeting to discuss obstacle for team they face it with clients.

- Daily morning meeting to urge and motivate team member to achieve their goals.
- Managing claims settlements and report to the company to quick the process of settlements claims.

Achievement:

- Second quarter achieved 110%
- Third Quarter achieved 300%
- Fourth quarter achieved 225%

Lecturer at arab academy for Science and technology for risk and insurance.

February 2019

Chubb (Regional Manager): Note Chubb was ace before
From Feb2019till feb2020.

Job description:

- Build up team with 3 Agency manger and 9 sales managers to expand capability for company.
- Maintain turn over to be less than 15 %.
- To plan and carry out direct marketing, to maintain and develop sales for insurance in accordance agreed with business plan, to achieve the highest revenue.

Egyptian Life Takaful Gig Group – Branch Manager **August 2014 – January 2019**

- Build up team with 3 sales manager to expand capability for company.
- Maintain turn over to be less than 5 %.
- To plan and carry out direct marketing, to maintain and develop sales for insurance in accordance agreed with business plan, to achieve the highest revenue.

Metlife Alico – Agency Manager (October 2012 – July 2013).

Job description:

- Build up team with 3 sales manager to expand capability for company.

- Maintain turn over to be less than 15 %.
- To plan and carry out direct marketing, to maintain and develop sales for insurance in accordance agreed with business plan, to achieve the highest revenue.

Ace Life Insurance from june2008 till September 2012.

Senior Sales Manager Janary2010 till september2012.

- Intensively managing and monitoring the performance and progress in sales targets achievement, the quality of the portfolio and persistence of the policies.
- Coaching the sales team on technical knowledge, managerial and selling skills.
- Monitoring client's satisfaction and supporting the sales team in developing sales opportunities.
- Conducting sales visits for the purpose of developing sales opportunities and to coach the sales team on effective sales and client management.
- Exploring and developing business opportunities to achieve targets.
- Ensuring the sales team members has proper licenses.
- Recruiting the needed calibers to achieve the set targets.
- Ensuring the motivation of the sales team and effective team building.
- Ensuring all staff focuses on customer satisfaction and upholding of Ace service standards, policies, procedures, and decision-making processes.
- Keeping up to date with market developments developing contacts and disseminating knowledge to sales team.
- Conducting regular performance appraisal of subordinates and providing them with performance feedback.
- Ensuring continuous self-development to keep up to date with the knowledge needed for effective performance.
- Keeping up to date with company's standards, policies, procedures, and authority limits that affect the implementation of responsibilities.
- Presenting periodical reports and statistics to illustrate the unit s activity and results as needed.

Achievements

- Recruited 6 sales managers agents and support them to achieve.768,000 LE.
- Recruited 8 direct agents and support them to achieve 560.000 LE.

June 2008 – December 2009

Ace Life Insurance – Sales Manager

- Intensively managing and monitoring the performance and progress in sales targets achievement, the quality of the portfolios and the persistency of policies.
- Coaching the sales team on technical knowledge, managerial and selling skills.
- Monitoring client's satisfaction and supporting the sales team in developing sales opportunities.
- Conducting sales visits for the purpose of developing sales opportunities and to coach the sales team on effective sales and client management.
- Exploring and developing business opportunities to achieve targets.
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- Presenting periodical reports and statistics to illustrate the unit's activity and results as needed.

Achievements

- Achieved 180.000 LE (Personal sales).
- Recruited 22 agents and support them to achieve 1,170,000 LE.

June 2006 – May 2008

Bio pharma Egypt for Pharmaceuticals – Sales Manager

- Set marketing plans & determine objectives.
- Broaden customer's data base.
- Analyze territories & set a suitable plan.
- Recruit and train sales team.
- Make initial visit to potential customers.
- Offer promotions & close deals.
- Forecast weekly sales.

- Maximize sales to achieve branch target.
 - Assign duties and motivate the team.
 - Follow up on the job schedules.
 - Support sales officers in carrying up duties.
- Handling customers` complain & objections.
- Present reports to the top management.

April 2003 - May 2006

Pharco for Pharmaceuticals – Senior Sales

- Set marketing plans & determine objectives.
- Broaden customer`s data base.
- Analyze territories & set a suitable plan.
 - Recruit and train sales team.
- Make initial visit to potential customers.
- Offer promotions & close deals.
- Forecast weekly sales.
- Maximize sales to achieve branch target.
 - Assign duties and motivate the team.
 - Follow up on the job schedules.
 - Support sales officers in carrying up duties.
- Handling customers` complain & objections.
- Present reports to the top management.

January 1998 - March 2003

Pharco for Pharmaceuticals – Sales Representative

- Broaden customer`s data base.
- Make visit to customers.
 - Follow up on the regular customers.
- Responsible for collections.
- Offer promotions & close deals.
- Sell by phone.
- Forecast weekly sales.
- Maximize sales to achieve branch target.
- Handling customers` complain & objections.
 - Define & create the customer's needs. .
 - Motivate the customers to take the decision.
 - Finalize deals and secure contracts.
 - After sales services.

- Prepare periodical reports to the Area Manager.

TRAININGS:

- Suggestive selling.
- Selling planning.
- Time scheduling.
- Team building.

REFERENCES:

Available upon request.