

# MOHAMED TOFA SAYED SHEMY

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## Objective

**Seeking a promising position where my skills and qualification can be utilized and developed.**

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## Work experience

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- Assistant UM at El-Yaddak for trade (Procter &Gamble) distribution.
  - Duration : ( May 2021– till now )
    - Planning, coordinating, and oversight on product marketing.
    - Achieving sales target.
    - Development and implementation of plans and marketing programs on short and long term.
    - Activate existing customers and find new customers.
    - Training of sales personnel.
    - Analyzing various financial factors to obtain higher selling opportunities.
    - Customer visits to the market.
    - Achieve the selling and distribution target of the month.
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- Sales supervisor at El-Yaddak for trade (P&G) distribution.
  - Duration : ( May 2018 – June2021 )
    - Planning, coordinating, and oversight on product marketing.
    - Achieving sales target.
    - Development and implementation of plans and marketing programs on short and long term
    - Analyzing various financial factors to obtain higher selling opportunities.
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- Wholesales section manager
  - Duration : (June 2017 – May 2018 )
    - Handling and solving customer's problems.
    - Full coverage of the customer base
    - Periodic follow up on storage
    - Daily reports on regular basis to achieve customer satisfaction
    - Achieving a growth rate nearly 650 percent for the region by adding new customers and redividing the area
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- Large trade section manager
  - Duration : (June 2016– June 2017 )
    - Increase market sheer.
    - Ideal Display of the product.
    - Increase shelves space.

- Retail section manager
- Duration : ( Aug 2013 – June 2016)
  - Full coverage of retail customer base
  - product marketing to increase sales ratios
  - increase customer base

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- work as Team Supervisor at Misr El Kheir Foundation
  - Duration : ( Jan 2012 – Aug 2013)
    - Organizing the field survey team
    - Mapping GIS
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- work as filed based researcher at the Misr El Kheir Foundation
- Duration: (mar 2011 – June 2012)
  - Covering all target customers in the field survey
  - Coordination between the competent authorities to make a complete field survey

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#### Achievement

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Certificate of the highest sales proportion. (2013-2014)

Certificate of the highest sales proportion. (2017-2018)

Certificate of the highest sales proportion. (2018-2019)

Getting the first place as the best supervisor in the sales department at Elyaddak company for two years in a row (2019-2020)-(2020-2021)

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#### Courses and Training

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- **Degree Master of Business Administration (MBA ) 2021**
- **Diploma of leaders and managers**
- Course Name: CBD College 1 Duration (10/5/2014).
- Course Name: CBD College 1 Duration (10/5/2017). IN P&G
- Course Name: TST Training Duration ( 2:4\6\2018).
- Course Name: Supervisory Skills Duration (1:3\8\2019)
- Course Name: Sales and Marketing Duration (4:6\3\2019).
- Course Name: Negotiation Skills Duration (3:4\5\2020).
- Course Name: Effective Sales presentation Skills Duration (22:23\5\2020).

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#### Languages

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- Arabic Native Language.
- English Good in English for work.

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#### Computer Skills

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- Computer Skills: Very Good
- Microsoft Office : Word, Excel, PowerPoint, Outlook, Windows and Internet Browsing

### **Relevant Skills**

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- **Strong communication and presentation skills.**
- **Familiar to working under pressure.**
- **Hard worker with strong administrative skills.**
- **Ability to handle multiple-tasks.**
- **A Team Player.**
- **Ability to analyse and solve problems.**
- **Appreciate responsibility and aspire to learn more about various fields of interests.**
- **Adaptation in any country according to the need of work.**
- **The ability to make new distributors in the regions**
- **Ability to make sales team**

### **Personal information**

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- **Date of birth: 26/03/1988.**
- **Military Status: exempted.**
- **Marital stats: married.**
- **Educational Qualification: Master of Business Administration, Assiut University.**
- **Private driving license.**