

**Khalil lofty gad**  
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#### objective

Seeking challenging position in the field of accounting or public relations or marketing & sales in organization where my interpersonal and leadership or Communication skills can be applied and further developed.

#### Education / training

- Marketing Diploma from Cairo un.. at 2006 Accumulative Grade : very good
- business administration course from Cairo university 2009
- (1997-2000) Cairo University BA, of Commerce Accounting Department. Accumulative Grade: Fair.
- Basic Business Skills Acquisition (BBSA) sponsored by Future Generation Foundation (FGF) (December 02-April 03). Training. Developed Language and Computer skills. Enhanced Presentation & project development skills. Acquired basic business skills including: marketing, sales, banking, accounting, business correspondence and report writing.

#### Courses

#### & Seminars

- E-marketing & SEO Specialist Diploma from research & commercial studies center - cairo university at ( February 2010 )
- How to Become a More Effective Supervisor” seminar
- Managing Multiple Priorities” seminar
- Dealing with Difficult People” seminar

#### Skills

##### Language skills:

Native language Arabic .Very Good command of both written and spoken English

##### Computer Skills:

Excellent Knowledge of windows xp.

Very Good Knowledge of office 2007 (Word – Power Point - internet explorer – Excel – internet research).

Good knowledge of (out look) Web page Hardware.

##### Personal Skills:

- Working under pressure, working within a group and Leadership.
- Good communication skills.
- Can achieve tasks within deadlines.
- Can learn new tasks quickly.
- Internet Research
- Have a professional and responsible attitude
- Ability to work outside the office and for flexible hours
- Persistence.
- Adaptable.
- Problem Solver.
- Negotiation Skills.

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**Professional  
background**

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**From December 2008 till the date**  
**Exact Title : marketing supervisor**  
**Company name : photo litho mina co for printing.**

**Description Of duties :**

1. Assist in the development of sales quotas and forecast for the sales team.
2. Identify problems, analyze it and recommend changes to current sales techniques, procedures or promotional efforts based on market research and new trends.
3. Prepare sales forecasts and collect and analyze data to evaluate current sales goals.
4. Make plans selling, market shares up.
5. Follow-up to existing customers and new customers.
6. Solve problems with clients.

**From January 2007 - November 2008**  
**Exact Title : Assistant marketing manager**  
**Company name : at eltawhed co. for trading & contracting**

**Description Of duties :**

1. Market Research work for the local market and the market-Arab
2. Study of the Egyptian market for more than a product
3. Writing reports on the studies in the market

**From January 2006 - December 2006**  
**Exact Title : sales supervisor**  
**Company name : international Blankets & Textiles**

**Description Of duties :**

1. Follow-up business selling in specific areas for a specific customers
2. Find new customers in the areas of selling other.
3. Increase the volume of sales with them.
4. Handling marketing & sales process.
5. Handling customer request and complain.
6. Follow-up of the production process until delivery to customer.
7. Write weekly sales & customer reports.
8. Meeting customers (handling complains, negotiate, making deals. est.
9. calling customer ( seat a deal , receive requests , confirming , handling , etc ...)

**From October 2002 - December 2005**  
**Exact Title : sales executive**  
**Company name : gaidco tourist development**

**Description Of duties :**

1. Sale of shops and restaurants in a tourist cities ( real state )
2. Find current and prospective customers from outside of Cairo and Cairo.
3. Negotiate with prospective clients.
4. Implementation of the agreement with customers

## **Personal Information**

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**Date Of Birth : 5/9/1978**

**Marital Status : married**

**Military Status :completed at 2002  
having a valid driving license**

**Grat thanks for giving time to read my CV , hopefully it  
wil meet your requirements**

**khalil lotfy gad**