

Tarek Gamal Abdelhafez

Phone: +966537035874

Email: tarekgamal22@yahoo.com

Location: Jeddah, Saudi Arabia

Personal Information

- **Date of Birth:** February 22, 1987
 - **Nationality:** Egyptian
 - **Residence:** Transferable Iqama (Saudi Arabia)
 - **License:** Private License
 - **Marital Status:** Single
 - **Military Status:** Exempted
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Target Job Title(s)

Sales Supervisor – Sales Executive – Retail Sales Consultant – Beauty Advisor – Business Development Executive

Target Job Level: Mid-Senior Level

Professional Summary

Experienced Sales Professional with a strong background in cosmetics industry, retail, telecom and B2C sales. After gaining additional leadership and financial skills as a Senior Accountant, I am now fully focused on returning to my original career in sales — bringing a unique combination of commercial, operational, and client-facing strengths. Proven track record in customer engagement, driving revenue growth, team supervision, and business development.

Key Skills

- Sales Team Leadership
 - B2B/B2C Sales & Negotiation
 - Business Development
 - CRM & Customer Service
 - Product Knowledge & Promotion
 - Market Research & Pricing
 - Inventory & Operations Management
 - Problem Solving & Resilience
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Professional Experience

Sales Operations Supervisor – Self-Employed (Used Cars & Electronics Trading)

Cairo, Egypt | Sep 2022 – Feb 2025

- Led sales activities for used cars and mobile electronics in retail and wholesale channels.
 - Managed product sourcing, pricing strategy, negotiations, and after-sales follow-up.
 - Supervised a small team and handled customer satisfaction and marketing.
 - Achieved consistent monthly sales growth through targeted campaigns.
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Senior Accountant – Biotech Gulf (Cigalah Group), KSA

Apr 2019 – Jul 2022

- Managed monthly financial reports, budgeting, and account analysis.
 - Supported cross-departmental planning including sales and operations.
 - Handled tax compliance, supplier payments, and reconciliations.
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Accountant – Biotech Gulf (Cigalah Group), KSA

Apr 2015 – Mar 2019

- Performed daily accounting transactions, reconciliations, and reporting.
 - Coordinated with vendors and internal departments for financial alignment.
 - Assisted in budget planning and year-end audit preparations.
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Beauty Advisor – Biotech Gulf (Cigalah Group), KSA

Mar 2013 – Mar 2015

- Promoted skincare products in high-end retail locations.
 - Achieved weekly sales targets through personalized service and upselling.
 - Maintained strong product knowledge and built customer loyalty.
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Senior Sales Executive – Vodafone Egypt

Feb 2010 – Feb 2013

- Led sales operations for retail and business clients.
 - Consistently exceeded sales targets and KPIs.
 - Developed strong client relationships and upselling strategies.
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Customer Service Representative – Etisalat Egypt

Jul 2009 – Jan 2010

- Resolved inquiries and ensured client satisfaction.
 - Managed billing, service issues, and customer follow-up.
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Training & Courses

Basic Business Skills Acquisition (BBSA)

Future Generation Foundation (FGF), Cairo | Jan 2009 – Apr 2009

Covered: Sales, Marketing, Banking, Accounting, Business Correspondence, Report Writing

Dale Carnegie – Customer Service Track

Communication, Negotiation, Complaint Handling, Sales Fundamentals

CRM ACT Program

Training on CRM systems, customer data management, and service flow

Education

Bachelor's Degree – Social Work

High Institute of Social Work, Cairo – 2008

Grade: Good

Languages

- Arabic: Native
 - English: Good
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Computer & Technical Skills

- Microsoft Excel: Excellent
- Microsoft Word: Excellent
- CRM Systems: Familiar
- Basic Marketing & Sales Tools