

Mohamed Adel Abdalkarim

Sales & Administrative Specialist | Real Estate & Retail Expert

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Birth Date: 2nd May 1990. **Nationality:** Egyptian. **Marital Status:** Married.

Experienced administrative and sales professional with over 8 years of diverse experience in real estate, retail, telemarketing, and operations across Egypt, Georgia, and Saudi Arabia. Skilled in managing teams, optimizing processes, improving client satisfaction, and driving revenue growth.

Adept in CRM systems, inventory planning, sales data analysis, and customer relationship development. Seeking a challenging administrative or sales role in a dynamic organization.

Education

Bachelor of Arts - Ain Shams University – Egypt

Employment History

Sales Specialist & Telemarketing at York Towers Jeddah Branch [DEC 2023 – Till now]

- Conducted high-volume outbound calls to generate and qualify leads, clearly communicating real estate offerings and scheduling in-branch consultations.
- Managed the full sales cycle using CRM systems, resulting in a 30% conversion rate from qualified leads to closed deals.
- Exceeded monthly sales targets through effective collaboration with marketing and field sales teams, enhancing overall client satisfaction and retention.

Business Operations Manager HARMONT & BLAINE – Cairo, Egypt [July 2019 – June 2023]

- Supervised all inventory and sales operations, including receiving goods, labeling, pricing, invoice verification, and monitoring stock levels and capacity, while maintaining close coordination with the sales team to ensure product availability aligned with demand and to maximize revenue and achieve sales targets.

Operations Coordinator MYLERZ – Cairo, Egypt [July 2018 – June 2019]

- Coordinate with internal teams, clients, and partners to streamline shipping operations.
- Ensured accurate documentation, shipment tracking, and regulatory compliance to prevent errors and delays.

Operations Manager 0 2 9 KIDS WEAR – Cairo, Egypt [Jan 2014 – July 2018]

- Prepare and analyze performance dashboards, sales reports, and forecasts to identify improvement opportunities and increase revenue.
- Coordinate with wholesale and logistics teams to manage slow-moving products and Return to Vendor (RTV) processes.

Sales & Accountant NAXT CASUAL WEAR – Cairo, Egypt [May 2012 – October 2014]

- Complete the daily operations of the accounting department, including accounts, accounts receivable, cash receipts, treasury movement, general ledger, and daily sales.
- Execute marketing operations to enhance the sales process, product display, and sales effectiveness.

Certifications & Courses

- ICDL
- Financial Accounting
- Data Analysis
- Professional Financial Accountant (PFA)

Languages

- Arabic: Native
- English: Professional Working Proficiency

Key Skills

- Sales Operations (Real Estate & Retail)
- Administrative Support & Office Coordination
- CRM Bitrix24 & ERP Systems
- Telemarketing & Client Acquisition
- Inventory & Stock Management
- Microsoft Excel, Word, Outlook
- Forecasting, Reporting & Data Analysis
- Team Leadership & Training

Soft Skills

- Team Collaboration & Leadership
- Communication & Client Handling
- Multitasking & Organizational Skills
- Problem Solving & Adaptability