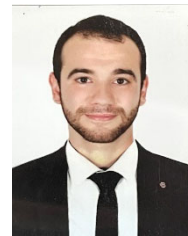


Karim Ahmed Refaie

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OBJECTIVE

I am seeking a job at a reputable company where I can improve myself by develop new skills and raise my sensation of the importance of team work which is going to enhance developing my responsibilities career professionally.

Personal Information:

- Nationality: Egyptian.
- Military Status: Exempted.
- Marital Status: Married.
- Note: Will be at Al-Riyadh with Ikama starting from 16/1/2024.

EDUCATION

- Graduated from Faculty of Law.at Ain Shams University [2014 – 2018]

WORK EXPERIENCE

- **Legal Advisor at Smart Group.**
(ABB Panel Builder) - (2020-2025).
 - Contract drafting and negotiation.
 - Check the draft contracts terms.
 - Ascertain adherence to corporate laws.
 - Revise P.Os terms.
 - Assist employees and managers in resolving conflicts.
 - Conducted regular audits of the facility's records, policies, and procedures to ensure compliance with regulatory requirements.
 - Clearing insurance for employees
- **MV and Low Voltage Panels Sales Specialist Oil & Gas sector at Smart Group**
(ABB Panel Builder) - (2020-2025)
 - Registration Smart Group at O&G companies.
 - Selling products or services to customers, and representing the brand.
 - Prepare Company Profile and all related documents.
 - Get in Contacts with O&G companies and trying to get Orders for smart group.
 - Generate leads and build relationships by organizing daily work schedule to call on existing and potential customers.
 - Maintain working relationships with existing clients to ensure that they receive exceptional service and to identify potential new sales opportunities.
 - Identify prospects, set appointments, make effective qualifying sales calls, and manage sales cycle to get new business in all service categories.

- **Admin Team Leader at Smart Group (2020-2025).**

- Prepare P.Os.
- Prepare Tender documents (Including Tech. submittal and Commercial documents in addition to the company profile file).
- Respond to and manage all incoming and outgoing communication, including emails, phone calls, and letters.
- Manage daily schedules and appointments for the executive team.
- Support various teams within the organization as needed, including but not limited to Human Resource, finance, and marketing.
- Prepare and edit correspondence, reports, and presentations.
- Manage office supplies and equipment, including ordering and restocking.
- Plan and coordinated events, meetings, and conferences.
- Take dictation and minutes and accurately enter data.
- Produce reports, presentations and briefs.
- Develop and carry out an efficient documentation and filing system.

- **Sales supervisor at DHL. (2018-2019).**

- Developing a solid and trusting relationship between major key clients and company
- Resolving key client issues and complaints
- Managing communications between key clients and internal teams
- Strategic planning to improve client results
- Meeting all client needs and deliverables according to proposed timelines
- Analyzing client data to provide customer relationship management

- **Sales specialist at Silicon 21 Canon. (2015-2018).**

- Conducting and Supervising Sales operations in 4 branches of Canon
(Sun City, El-shrouk, El-Obour City, Dandy Mall).

- **Co -Founder of Action Squash Academy and squash head coach as a private business.**

SKILLS

Personal Skills:

- Fast learner.
- Hard worker.
- Work well under stress.
- Good communication skills.
- Good teamwork and leadership skills.

Language Skills:

- Arabic: Native
- Good command of both written and spoken English.

Computer Skills:

- MS Office.
- Hardware and Software Maintenance.

Activities:

- Playing Squash.
- Travelling.

REFERENCES

References available upon request.