

Dear All,

Hope you are in best health.

Here is my cover letter with career objective explaining my current status, as well as what I am looking for;

- Ahmed is a **former AUC Staff, Business Development Professional (B2B & B2C), and Certified Trainer** with **12 years** of experience in the fields of in Training, Business Development, Marketing, and Sales.
- He has now 4 years of experience in Managerial positions in **Training & Continuing Education Industry** and more than 8 years of experience in **Real Estate & its Management Industry**.
- As Ahmed has been by the nature of the job more and more exposed to the people (customers) different characters, personalities, needs and behaviors; in time helped Ahmed gain more experience in defining customers' needs & requirements as well as absorbing dissatisfied customers under any circumstances in order to achieve targets. All of these experiences led Ahmed to work from Tele-Sales Executive & Sales Executive to be **Team Leader, Sales Manager then Business Development Manager**.
- He Works on own initiative, and proven leadership skills include developing and motivating others to achieve their objectives.
- Ahmed has Coaching and Counseling Skills, Targets setting skills, Performance monitoring skills, Team player, goals achiever with a proven record of accomplishment, exceptional interpersonal & managerial skills who really understands how to focus on customers, deal with any situation under the worst conditions and has an outstanding way of achieving goals.
- Now I am Corporate Training Consultant, Entrepreneur, and Business Development, Sales & Marketing Professional.
- In addition, I am preparing for earning my **MBA in Ain Shams University** in marketing.
- Seeking managerial position in Training and/or Business Development fields
- LinkedIn: <http://www.linkedin.com/in/ahmedghoniem>

Hope my experiences match your position.

**Best regards,**

**Ahmed Ghoniem**

# Ahmed Mohamed Ghoniem

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## **Employment History & Experience:**

### ➤ **Japanese Academy – Narita (Training Solutions)**

November 2011 till May 2012 (6 Months)

#### **Business Development Manager:**

- Lead Business Development Team to generate and achieve targets.
- Responsible for identifying training needs (TNAs) for corporates & individuals as well as generating new business opportunities (Projects) that supporting all Narita programs & services.
- Responsibility also includes analyzing customer needs, leading major networking events to generate new leads.

### ➤ **American University in Cairo, School of Continuing Education, AUC/SCE**

November 2010 till October 2011 (1 Year)

#### **Business Development Officer:**

- Responsible for identifying as well as generating new business opportunities supporting all of School of Continuing Education SCE products' & services across the six program divisions.
- Responsibility also includes analyzing customer needs, leading major networking visits to generate new leads for the SCE/AUC.

### ➤ **Trends Group - Integrated Solutions**

November 2009 till October 2010 (1 Year)

#### **Business Development Manager:**

- Provide direction, guidance to the department to ensure alignment with the strategies.
- Lead and develop staff & strategies for new products and training services.
- Identify and develop new business opportunities & needs for training solutions as well as creativity services.
- Define and follow up of yearly targets and objectives.

### ➤ **HAYAT Real-Estate & Projects Management**

June 2007 till October 2009 (2 Years, 4 Months)

#### **Executive Sales & Marketing Manager:**

- Lead Sales & Marketing Team to generate and achieve targets.
- Working in the field of real estate as general in all kind of selling, marketing, Telemarketing & Joint Venture of propriety for persons or companies

### ➤ **Trenta Real-Estate & Projects Management**

September 2006 till March 2007(6 Months)

#### **Assistant Sales Manager, Team Leader:**

- Lead Sales & Marketing Team to generate and achieve targets.
- Working in the field of real estate as general in all kind of selling, marketing, Telemarketing & Joint Venture of propriety for persons or companies
- Making RESALES for our customers' interest in all above projects

### ➤ **Al-Fursan Group for Real Estate Development & Investment,**

**Projects in Ring Road, Maadi & El-Sokhna**

May 2004 till October 2006 (2Years 6 Months)

#### **Senior Sales Executive, Team Leader**

1<sup>st</sup> in Head quarter & 2<sup>nd</sup> working in the work field branch;

- \* Selling the company products (flats, apartments, villas and chalets),
- \* Customer Service (After sale) to handle all the customers' problems

➤ **Ameco Tech Corporation:**

May 2003 till May 2004 (1 Year)

**Telesales Executive, Customer Service:**

- Make the customer buy a phone service by his/her credit card while he/she is in the United States of America, while I'm here in Cairo, Egypt,
- Receiving the in-pound calls from customers in the USA to handle all the customers' problems

➤ **Regina Touristic Development "TIME SHARING"**

July 2000 till April 2003 (2 Years, 9 Months)

**Sales Executive, Sales Supervisor:**

**Education & Training:**

- Certified Arab Trainer from Cairo University; April 2012
- Project Management Professional PMP Diploma certified from Misr Business Academy; MBA Feb. 2012
- Sales Management Diploma certified from Misr Business Academy; MBA Feb. 2012
- Outsourcing Projects & Business Management certified from Cairo University; Nov.2009
- Business Planning & Marketing Planning certified from Cairo University; Nov.2009
- Strategic Thinking & Problem Solving certified from the American University in Cairo AUC & Dale Carnegie for Training; March 2011
- International Telemarketing & Cold Calling certified from AMECO TECH Corporation.
- Conversation in German certified from the American University in Cairo AUC.
- BA, German Language, Major: Islamic studies in German – (five years study)
  - Languages and Translation College, Al-Azhar University, Nasr City
  - Grad: Very Good,
- Have a Thanawya Azharia with 91% (four years study).

**Personal information:**

- Date of birth : 2/9/1979
- Marital status : Married
- Military status : Exempted
- Own a car : yes
- Driving license : yes

**Languages:**

- English: excellent
- German: Good

**All reference available upon request,**  
**Ahmed Mohamed Ghoniem**