

Moataz El-rayes

Marketing Manager

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ABOUT ME

Seven years of experience; skilled and capable of dealing with various technical & computational work and its associated assignments. Honored for handling the competitive and strategic work.

MICROSOFT OFFICE SKILLS



INTERESTS

- ☐ Traveling
- ☐ Photographer
- ☐ Listening music
- ☐ Reading
- ☐ Walking

EXPERIENCE

MARKETING MANAGER, Golden Ocean Marine Services

Port Said, Egypt — Nov 2018 – Feb 2020

- Market research of foreign customers and the development of appropriate approach strategies for these markets.
- Identifying customer needs and creates sales strategies according to these needs.
- Following up with customer and vessels if faced any problems within supplying or after delivery.
- Following up current on foreign customers and collection of overdue invoices.
- Preparing monthly and annual sales reports and developing sales strategies based on the reports.
- Creating an annual foreign customer budget in the light of reports.
- Managing foreign customer's budgets.
- Planning short and long-term sale strategies.
- Conducting research on sector analysis and based on this analyzing the competing companies and market activities.
- Annual customer visit, Organize travel, organizing and planning of attending international exhibitions (IMPA London 2019/ IMPA Singapore 2019 / MTB MARINE EUROPE 2019).
- Managing the budget for all travels with accounting and planning departments.
- Planning and organizing company events (Semi-Annual & Annual).
- Create PowerPoint presentations for meetings.
- Create and develop the company's marketing documents and materials.
- Contact and manage with media agency to arrange (Website, Brochure, Flyer, Business Card, USB, and Everything about advertising)
- Social Media (Facebook, Instagram, and Linked-in)
- Contract Management

EXECUTIVE SECRETARY, Lucky Dolphin Marine Services

Port Said, Egypt — Jan 2016 – Oct 2018

- Supervision of data entry clerk and ensure implementing all processes flow tasks.
- Manage, coordinate and maintain calendar including appointments, meetings, and travel.
- Responsible for organizing travel flights, visas, and hotel bookings.

Certificate & Courses

☐ ICDL Syllabus Version 5

☐ Photography course

- Monitor and respond to incoming communications.
- Prepare and revise documents including presentations, agendas, and papers.
- Provide executive and administrative support.
- Daily record keeping and filing of documents and send them to the Accounts department.
- Responsible for profit and expenses for each quotation.
- Handle reporting duties on (daily/ weekly/ monthly) basis for (Sales and unfulfilled orders).
- Excellence user of Microsoft Office (Outlook, Word, PowerPoint, and Excel).
- Handling and transferring phone calls.
- Maintaining the cleanliness of the office environment.

OPERATIONS COORDINATOR, Lucky Dolphin Marine Services

Port Said, Egypt — Jan 2014 - Dec 2015

- Responsible for incoming mail replying.
- Data Entry (Inquiry)
- Send the offers to customer systems.
- Generated purchase orders.
- Check customer systems that all requests have been priced and successfully sent to them.
- Keep customers informed of the status of their orders.
- Follows up to ensure all customer needs are fulfilled.
- Perform any duties assigned by the Operations Manager.

JUNIOR ACCOUNTANT, Accounting & Auditing office

Port Said, Egypt — July 2013 - Dec 2013

- Submit annual tax.
- Create a new tax file In the Egyptian Tax Authority.
- Amendment in the current tax file (change title or modification at the place of activity or change of activity).
- Bookkeeping and accounting costs.

EDUCATION

BACHELOR

Sadat Academy For Management Sciences — 2009-2013

Bachelor of management science dept. Accounting

Grade: Good

GPA: 2.733

REFERENCES

Available upon request