

KAREEM MOHAMED FARID ABD EL KAREEM

Sales Operations Section Head | Sales Operations Manager | Distribution and Inventory Control
Mansoura, Egypt | Riyadh, Saudi Arabia | +20 106 108 6328 | +966 569 678 690 | Kareemfarid1211@gmail.com

PROFESSIONAL SUMMARY

Experienced Sales Operations Section Head with over 10 years of progressive experience in sales operations, distribution management, inventory control, sales coordination, reporting, customer accounts, and team supervision across industrial, commercial, FMCG, and trading environments. Skilled in coordinating Sales, Production, Warehouse, Finance, Logistics, and IT teams, monitoring KPIs, preparing sales forecasts, analyzing operational performance, controlling stock availability, following up customer accounts and collections, and improving workflow efficiency. Currently pursuing MBA and Supply Chain studies.

CORE COMPETENCIES

Sales Operations Management | Sales Planning and Forecasting | Distribution Management | Inventory Control and Stock Monitoring | Sales Performance Analysis | KPI Monitoring and Reporting | Customer Accounts Follow-up | Collections and Outstanding Balances | Operational Coordination | Warehouse and Logistics Coordination | Production Planning Coordination | Team Supervision and Training | Customer Relationship Management | Process Improvement | Financial and Operational Reporting | Cross-functional Communication | Microsoft Excel, Word, PowerPoint, Outlook | Peachtree and QuickBooks

PROFESSIONAL EXPERIENCE

Sales Operations Section Head | September 2024 - Present

Tahweel KSA, Saudi Arabia

- Manage sales operations planning and coordinate between Sales, Production, Warehouse, Finance, and IT departments to ensure smooth workflow and achievement of business objectives.
- Supervise the preparation of sales forecast plans by product category, brand, branch, and sales region.
- Coordinate with production teams to align production plans with sales forecasts, market demand, and inventory availability.
- Monitor daily and monthly operational plans and analyze variances between targets and actual performance.
- Prepare management reports covering sales performance, operational performance, customer status, inventory position, lost sales, promotions, customer incentives, and sales visits.
- Distribute sales plans and targets across branches and regions based on sales performance, operational capacity, and market demand.
- Monitor inventory movement and coordinate with relevant departments to maintain proper stock levels and reduce lost sales or excess stock.
- Supervise sales incentive schemes in line with approved KPIs and company policies.
- Support decision-making through accurate operational data, performance analysis, and periodic reporting.

Sales Operations Supervisor | February 2021 - September 2024

EGIC, Egypt

- Supervised daily sales operations and ensured smooth execution of sales processes across assigned areas.
- Coordinated with sales teams to achieve monthly and annual sales targets.
- Monitored sales performance, KPIs, customer activity, and operational reports.
- Managed order processing, inventory coordination, warehouse follow-up, and distribution activities.
- Prepared accurate sales and operational reports for management review.
- Followed up customer accounts, collections, and outstanding balances in coordination with Finance.
- Coordinated with warehouse, logistics, and finance departments to improve operational efficiency.
- Supported sales teams with data, reports, customer status updates, and stock availability information.
- Improved operational processes to enhance productivity, reporting accuracy, and customer service quality.
- Trained and supported team members to improve performance and workflow discipline.

Accounts Manager | September 2019 - January 2021

El Kholoud for Trade and Agencies Company, Egypt

- Supervised daily sales, accounting, and operational activities.
- Managed accounts receivable and accounts payable operations.
- Monitored inventory movement, sales reports, and customer balances.
- Prepared operational and financial reports for management.
- Coordinated with sales teams to improve business performance and operational efficiency.
- Managed customer and supplier account reconciliations.
- Followed up collections, outstanding balances, and payment status.
- Supported business development activities through reporting and operational analysis.

Accounts Manager | May 2015 - August 2019

Royal Pharma Company - Distributor of Chipsy Mansoura, Egypt

- Managed daily accounting and operational activities related to sales and distribution.
- Followed up sales performance, route performance, and distribution operations.
- Prepared sales, expenses, cash flow, and financial analysis reports.
- Monitored cash collections, bank deposits, and daily transactions.
- Coordinated with suppliers, customers, sales representatives, and field teams.
- Supported inventory control, product movement monitoring, and reconciliation processes.
- Reviewed customer balances and followed up collections and payment status.

Accountant | November 2013 - April 2015

Best Cheese Company for Dairy Products, Egypt

- Recorded daily financial transactions and accounting entries.
- Prepared sales invoices, purchase invoices, and financial reports.
- Reviewed customer and supplier balances.
- Assisted in inventory, purchasing, and stock movement activities.
- Supported month-end closing activities and account reconciliations.

Accountant | January 2013 - July 2013

Egypt Foods Company, Egypt

- Managed accounting records and daily journal entries.
- Assisted in financial reporting and audit preparation.
- Supported operational, administrative, and documentation processes.
- Reviewed invoices, expenses, and supporting documents.

EDUCATION

Bachelor of Commerce | Faculty of Commerce, Mansoura University, Egypt | 2011 - 2012

PROFESSIONAL COURSES AND DEVELOPMENT

- MBA - In Progress
- Supply Chain Management - In Progress
- Training of Trainers - TOT
- International Conference on Contemporary Computing - IC3
- Peachtree Accounting System
- QuickBooks Accounting System
- American Excel Accounting

TECHNICAL SKILLS

Microsoft Excel | Microsoft Word | Microsoft PowerPoint | Microsoft Outlook | Peachtree | QuickBooks | Sales Reports | Inventory Reports | Customer Account Statements | KPI Reports | Financial Reports

LANGUAGES

Arabic: Native | English: Good

PERSONAL INFORMATION

Nationality: Egyptian | Marital Status: Married | Military Status: Exempted | Date of Birth: 09 November 1991

ATS KEYWORDS

Sales Operations Manager | Sales Operations Section Head | Sales Operations Supervisor | Sales Planning | Sales Forecasting | Distribution Management | Inventory Control | Stock Control | Warehouse Coordination | Logistics Coordination | Production Planning Coordination | KPI Monitoring | Sales Performance Analysis | Customer Accounts | Collections Follow-up | Outstanding Balances | Operational Reporting | Financial Reporting | Team Supervision | Process Improvement | Customer Relationship Management | Supply Chain | FMCG | Trading | Commercial Operations