

Hamed Mohamed Salah

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Professional Summary

Highly motivated and results-oriented professional with experience in sales channel coordination, remote operations management, and data analysis within the automotive rental industry. Proven ability to manage bookings, coordinate effectively between diverse sales channels (including Invigo, Telgani) and physical branches, and handle monthly invoicing. Adept at performing competitor analysis, generating insightful reports using Power BI and PowerPoint, and managing website backend updates. Seeking to leverage strong organizational, analytical, and remote collaboration skills in a challenging operations or coordination role.

Experience

Sales Channel Coordinator & Operations Officer (Remote) | Rento Car Rental | (November 2023 – Present)

- Manage and process vehicle rental bookings received through various sales channels.
- Coordinate operational activities and communication between online sales platforms (e.g., Invigo, Telgani), company branches, and the central administration based remotely from Egypt.
- Prepare and issue accurate monthly invoices specifically for contracted sales channel partners (e.g., Invigo, Telgani).
- Conduct regular market research and competitor analysis within the Saudi Arabian car rental market to identify trends and opportunities.
- Develop and deliver daily, weekly, and monthly operational and revenue reports to management using Power BI and PowerPoint.
- Perform backend updates for the company website, including managing vehicle listings and publishing promotional offers.
- Analyze website data and operational metrics to provide actionable insights for performance improvement.

- Ensure seamless remote operations and effective communication across different time zones and departments.

Education

Bachelor of Science in Civil Engineering | Tanta University, Tanta, Egypt | (July 2018 – June 2023) * Overall Grade: Very Good

Skills

- **Operations & Coordination:** Sales Channel Management, Remote Operations, Booking Systems Management, Branch Coordination, Process Improvement.
- **Analytical & Reporting:** Data Analysis, Competitor Analysis, Financial Reporting (Invoicing), Business Intelligence (Power BI), Microsoft PowerPoint, Microsoft Excel.
- **Technical & Web:** Backend Website Management (Content Updates), Basic Web Analytics.
- **Software:** Microsoft Office Suite (Word, Excel, PowerPoint), Power BI.
- **Languages:** Arabic (Native), English (Professional Working Proficiency - Assumed).
- **Other:** Communication, Problem Solving, Organization, Time Management, Remote Collaboration, Attention to Detail.
