

# Khaled Ali Mohamed

CREATIVE DIRECTOR

Tel: 011-5428-2074 / Email / LinkedIn

Elminia, Matai

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## OBJECTIVE

Experienced in effective communication and interaction, dedicated to skill enhancement and resolving issues calmly and systematically. Proficient in building positive relationships and adhering to deadlines and responsibilities. Striving for professional success and enhancing the administrative environment.

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## WORK EXPERIENCE

### RECEPTION MANAGER

March 2023 – PRESENT

City Medical Center / Marsa Alam Real Estate No. 40 Street 13 Red Sea

- **Reception Manager:** Oversee system operations and staff roles at a medical center, ensuring efficient communication and organization.
- **Administrative Efficiency:** Develop and implement innovative procedures to enhance efficiency, fostering professionalism and encouraging innovation.
- **Employee Affairs:** Manage recruitment processes, handling hiring needs and ensuring seamless integration of new employees into the institution.

### ADMINISTRATIVE SUPERVISOR

JUNE 2022 – December 2022

Al-Turath General Contracting Company / Marsa Matrouh, Sidi Heneish village

- Efficiently managed administrative tasks, including employee communication and task organization.
  - Ensured adherence to standards and deadlines.
  - Contributed to enhancing overall company performance.
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## EDUCATION

### MINIA UNIVERSITY

Bachelor of Arts in Media

2020

- Department of Media and Journalism
- English Course from IELTS Support - Advanced Level

2023

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## ADDITIONAL SKILLS

- **Persuasive skills:** dealing with individuals of all nationalities and ages.
- **Strong Communication Skills:** Ability to communicate effectively with employees and visitors, including handling difficult situations with tact and diplomacy.
- **Organization and Planning:** Proficient in managing schedules, coordinating activities, and ensuring smooth workflow.
- **Ability to Work Under Pressure:** Skilled in managing time constraints and maintaining control in dynamic work environments.
- **Innovative Solutions:** Capable of innovating new procedures and finding solutions to improve work efficiency and enhance customer experience.

- **Leadership and Guidance:** Effective leadership in directing reception teams and motivating them to achieve organizational goals.
  - **Professionalism and Good Conduct:** Demonstrates high levels of professionalism and maintains ethical standards while interacting with others.
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## Computer Skills

- Advanced user of Microsoft Office, along with the ability to navigate other systems.
- ERP (Enterprise Resource Planning) and computers efficiently.
- Advanced user of Google Suite.