



MOHAMED ATEF EID

Deira- Dubai , UAE

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Career Objective

An enthusiastic and customer oriented individual desirous of a suitable position where advanced knowledge of MS Word, Excel and PowerPoint, Outlook Office and Calendar will be utilized to effectively screen telephone calls, visitors, and incoming correspondence; respond to requests for information concerning office procedures; and determine which requests should be handled by the supervisor, appropriate staff member or other offices. Also bringing + 5 years of work experience involving face-to-face customer interaction.

Education

- Diploma's degree in Aviation science, American University, Sudan 2017 - 2018 Major: Hospitality department

Grade: Very good.

Bachelor's degree (BSc) in Information Systems, Faculty of Management, New Cairo University

in

Cairo, Egypt 2013 - 2017

Major: Information Systems and Technology department

Grade: Very good.

- Diploma degree in well drilling mechanic, School of petroleum technology, Al Canal University
- in
Suez, Egypt 2011 - 2013
Major: Oil well drilling mechanics department
Grade: Very good.

Training Certificate: Petrolaim

Work Experience

- Executive Secretary, MAP Properties Development Business Bay - Dubai - United Arab Emirates
- Executive Assisant Manager, Rukn Derwaza Group Nasr City- Cairo – Egypt
- Sales man, AL-Teyman Trading Co. . . . El-Ruad ST. Khartoum – Sudan)
- Selling and persuading by phone , Dax capital Equity . Dubai - UAE
- Executive Sales, AL-Qady Development Nasr City – Cairo - Egypt

Language

English,Arabic,Russian

Internships

AL-Khartoum International University Khartoum (2 weeks) Dec 2016 Credo for

Construction and Trading Co. . . . Cairo (3 weeks) Aug 2016

Conferences and Workshops

- Attended a workshop about human development at (Al-Khartoum International University) Mar 2018
- Attended a workshop about marketing organized by (Russian Cultural Center) Mar 2017

Personal skills

- Good knowledge with MS Office
- A skilled sales man with persuasion
- Time management and multiple calendars managing
- Strong knowledge with Internet and social media
- Able to learn, listening and develop quickly
- Sense of professionalism team player
- Details oriented and accurate with large volume of information

Problem solving and proactive

- Organizing skills
- Zodiac captain
- Swimming Guide
- Selling and persuading by phone

Personal Data

- Date of birth: 15 \ 09 \ 1998
- Nationality: Egyptian
- Gender: Male
- Marital status: single

Personal Data

- Swimming
- Snorkel Drawing
- Gym
- Learn new skills
- Reading
- Zodiac captain

Extracurricular activities

- \Head of Public Relations at “Zahraa group. (1 years) Social Media Committee at “Zahraa group.
- (2 years)

It is a student union organization for the University of Suez Canals, which takes care of the

interests of the

students and is based on organizing and ensuring the practice of student activity and is their representative

before the concerned authorities

Attachments and certificates are upon under request