

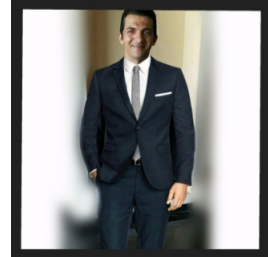
# Amr Ali Abd El Hakeem Ali

## OBJECTIVE:

Looking for a suitable assignment. Wish to be a part of an exciting environment that offers professional growth while being challenging, resourceful, innovative & flexible, where I can learn a lot and can also use my skills, experience, expertise and qualification towards organizational goal and objective to build up lasting

## KEY OF SUCCESS:

- > Continue Concentration at work.
- > Very focused at my job and tasks associated with it.
- > Team-Spirit work.
- > Ability to Communicate and Convince people.
- > Excellent communication skills with people.
- > Positive Competitive Spirit.
- > Very good negotiator.
- > Has a wide work experience in customer-oriented companies.
- > A tolerant and flexible individual that can adjust to a different situation.
- > Excellent reputation with customers as a competent, knowledgeable, and helpful professional with strong verbal and personal communication skills.



## VISION:

To increase the shareholder value, and maximize the profits, by improving the operational efficiencies and maximum utilization for the available resources

## PERSONAL DATA:

**Nationality:** Egyptian.

**Date of Birth:** Oct 01, 1986

**Address:** Kingdom Of Bahrain, Manama, Juffair, building 698, ST 2411

**Religion:** Muslim

**Marital status:** Married

**Military Services:** Finished

**Cell:** 00973-66600035

**E- Mail:** Amr.Ali.Abdelhakeem@gmail.com

Amr.Ali.Abdelhakeem@icloud.com

## QUALIFICATIONS:

1. **University degree :** Bachelor of Social Works
  2. **Department:** Social Works
  3. **Year of graduation** 2008
- University:** Cairo

## LANGUAGES:

**Arabic:** Mother Tongue

**English:** Excellent Spoken, Written and Listen.

## COMPUTER SKILLS:

1. Windows 98,2000,xp,Vista & 7
2. Access
1. Excel
2. Word
3. PowerPoint
4. Public Relations , Secretarial , Customer Service, Human Resources nd The areas of computer

## TRAINING COURSES:

1. **English TOEFL Course.(R.D.A Academy)**
2. **English Conversation Course Level " 2 " (Axon).**
3. **English Conversation Course Level " 3 " ( IT Gate Academy).**
4. **Human Resource Diploma from Harvard.**
5. **T.O.T Diploma from Manchester College.**
6. **T.OT Diploma from Harvard.**
7. **Introduction At Programming With C# (Console Application only).**
8. **Business Administration (shell ).**
  1. Marketing.
  2. Business Administration.
  1. Financial work.
1. **IT Essential " 1 ". (Cisco).**
  1. Define Information Technology (IT) and describe the components of a personal computer.
  1. Protect themselves, equipment and the environment from accidents, damage and contamination.
  2. Perform a step-by-step assembly of a desktop computer.
  3. Explain the purpose of preventive maintenance and identify the elements of troubleshooting process.
  1. Install and navigate an operating system.
  2. Upgrade or replace components of a laptop, printer or scanner based on customers' needs.
  1. Configure computers to attach to an existing network.
  2. Apply good communications skills and professional behavior while working with customers.
  3. Perform preventive maintenance and basic troubleshooting.

## PERSONAL DESCRIPTION & SKILLS:

1. Good communicator.
2. Negotiator.
3. Self motivated.
4. Active & sociable.
5. Willing to learn.
6. Work under pressure.
7. Team working ability.
8. Challengeable.
9. Analyzer & Planner

## **EXPERIENCE :**

1. Worked as Admin at "Mas" company for constructing work.
2. Worked as Admin at HP Cambridge training center.
3. Worked as "Admin" Pharma Over Seas" Company For Medicine Distribution.
1. Vodafone Egypt Customer Care Department-customer service representative  
COMED Team, Trainer at training team and finally call center senior agent at night shift team and premium account.
1. Worked as "Customer Care& Human Resources " Trainer at Smart House Of Training.
2. Worked as "HR Specialist" at Al-Resala Language schools.
3. Worked as "Team Leader – HR- Admin" at Red Line Cargo at Kingdom Of Bahrain.
4. Worked as Human Resources Manager at Al-Eman Language schools.
5. Worked as Director of student Affairs & Human Resources at ITEC - Egyptian cabinets of Ministers.
6. Now I'm working at Majid AL-FUTTAIM Group at Kingdom of Bahrain.

## **REFERENCES:**

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