

MOHAMED AHMED FOUAD

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OBJECTIVE

Seeking long-term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today's changing work environment.

EXPERIENCE

Feb 2016 – Present: [Kandil Egypt](#) Chandelier, Cairo, Egypt

Import / Export Specialist.

- Control and management of all activities related to import and export.

Oct 2014 – Dec 2015: [Belremaitha Club](#), Dubai, UAE

Executive secretary.

- Responsible for administrative Affairs.

June 2012 – Oct 2014: [Belremaitha Club](#), Dubai, UAE

P.R.O. And Customer Care Representative.

- Help and supporting the customers requesting and inquires.
- Giving Advices and Thoughts about the Marketing Plans.

Aug 2010 – Jun 2012: German Auto Service ([GAS](#))

Authorized Mercedes-Benz Retailer in Egypt.

Customer Care Representative.

- Help and supporting the customers requesting and inquires.

Nov 2009 – Mar 2010: Sakr for legal consultations.

Lawyer.

- Legal Representative.

Nov 2007- May 2009: [Kandil Egypt](#) Chandelier, Cairo, Egypt

Administrative Assistant.

- Filed the employee's official documents.
- Prepared employees payroll.
- Responsible for attendance.

Freestyle (2001: 2005): Casual Wear Retail Sales.

Owner.

Jun 2004 – Jun 2007 : Ain Shams Univ. Hospitals , Cairo , Egypt

Cafeteria Supervisor.

- Income responsible.

Jul 2001-Mar 2004 : Yummy Fast Food Unit , AL-Ahly Club, Cairo, Egypt

Cashier man.

SKILLS

Computer Skills:

- Web Developing (PHP, Asp .NET).
- ICDL "International computer Driving License".

Language Skills:

- Native language Arabic.
- Good command of both written and spoken English.
- Business English Course.
- Advanced English for IT.
- Technical Report Writing.

Soft Skills:

- Presentation Skills.
- Sales Skills.
- Leadership Skills.
- Project Management.
- Report Writing.
- Advanced Interpersonal Communication.
- Time Management.
- Stress Management.

TRAINING & EDUCATION

Oct 2010 – Nov 2011: MCIT Scholarship at Web Developing.

Sponsored by The Egyptian Ministry of Communications.

Training

- CIW Web Foundations Associate.
- CIW Professional (Developing PHP & ASP Classic Applications).
- Microsoft® Certified Technology Specialist (MCTS).
- MCTS: .NET Framework 3.5, ASP .NET Applications.
- Microsoft Project 2007 Core, Advanced & Application.
- Business Soft Skills Program.
- Berlitz English Courses.

June 2009 – Feb 2010: Graduate Resources Program (GRP) Cairo, Egypt

Sponsored by The Future Generation Foundation.

Training

- Developed Language and Computer skills.
- Enhanced Presentation & project development skills
- Acquired basic business skills including: accounting, sales, Marketing, banking, business correspondence and report writing.

2002-2008: Helwan University, Helwan, Egypt.

- Faculty of Law, Pleading Dept.
- Grade: Pass.

PERSONAL INFORMATION

Date of Birth : 24 /11/1985
Marital Status : Married
Drive License : Egypt & UAE Driving Licenses

REFERENCES

Available upon request