# CURRICULAM VITAE

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## Carrier Objective

To work with an Organization where I can purse more challenging and professional assignment and use my knowledge base as well as personal attributes to achieve organizational goals and explore myself.

## Work Experience

- ➢ I have worked in Al-Manar Exchange/ Egypt 2005-2006
- ➢ Data entry/arrange files in Al-Huda & Al-Nour investment / Egy 2006-2007
- ➢ Call Center/ Essa Import & Export International Co., Ltd.
- ➢ Supervisor in Marmara Internet Café /Sharjah 2007
- ➢ Secretary in Dar-Al-Omran for construction/real Estate Company / Shj 2008
- ➢ Purchase Manager and Store keeper- in Zoom Company Natural for Gas Supplements – Shj.
- ➢ Purchase Manager and collector in Sharjah charity.
- ➢ Salesman in Red Tag , Dubai.
- ➢ Data Entry in Sharjah Airport.
- ➢ Sales Man in  Busniss Conection for Acces Card
- ➢ Tele Sales in Emirates NBD Bank

**The following are my main tasks and jobs during my works :-**

- ✓ Professional in data entry into database
- ✓ Preparing the files/reports regarding accounting
- ✓ I have a very good public relationship
- ✓ Preparing official reports
- ✓ Supervision on the casher and accounting

- ✓ Professional in using computer and very good idea about computer maintenance.

## Qualification and Courses:

- Primary/preparatory/Secondary school /– Sharjah /UAE
- Business Administration and Computer Technology
- Course in computer maintenance & Skills
- Driving License issued from UAE

## Languages

- Arabic- Mother tongue
- English – Good
- Urdu  - Little

Others :-

* I have a very good idea of the nature of the UAE, due to the fact that I was born and completed my earlier education (preparatory and secondary) school in the UAE, I lived in UAE for more than 12 years.

* Dealing good and professionally with others
* Like to work in a workshop

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## Personal Information

- ✓ Date & Place of Birth    : 01/09/1987 / Sharjah /UAE

- ✓ Martial Status            : Single

- ✓ Nationality               : Egypt

- ✓ Visa Type                 : Visit