

Dear / Human Resources Department

Greeting

I hope this message finds you well

I kindly request you to receive my application with an open mind

My name is Alaa Mokhtar Abdelaziz , amotivated and quick - learning professional with a strong sense of responsibility and commitment ,

I am writing to express my keen interest in joining your distinguished team for any position you deem me qualified for

I am passionate about developing skills and contributing my expertise to support the company.s objectives

And I am full prepared to complete the probationary period before appointment in accordance with the applicable regulations

I welcome any opportunity for an interview or meeting to discuss how i can add value to your team

Thank you for considering my application and for the time and efrt you have dedicated to this matter ,.

السادة المحترمون / إدارة الموارد البشرية

تحية طيبة وبعد

أتمنى ان تستقبلوا رسالتى بصدور رحب

انا / علاء مختار عبدالعزيز – شاب طموح وسريع التعلم وامتتع بقدر عال من المسؤولية والالتزام

أتوجه إليكم راغبا في الانضمام الى فريق عملكم المميز في الوظيفة التي تجدونى لها مؤهل

حيث لدى شغف كبير لتطوير مهاراتي ووضع خبراتي في خدمة اهداف الشركة وانا على اتم

الاستعداد لقضاء فترة الاختبار قبل التعيين حسب اللوائح المتبعة وارحب بأى فرصة للقاء

او مقابلة لمناقشة كيف يمكننى ان أكون إضافة قيمة لفريقكم

مع خالص شكرى وتقديرى لوقتكم واهتمامكم “

Resume

ALAA MOKHTAR ABDELAZIZ ABDRAHBOU

Skills

Problem-solving skills / I've got great problem-solving skills from my 13 years as a supervisor at the university. Dealt with all sorts of problems - practical, administrative, and organizational.

Flexibility / I'm good flexible from my current job, dealing with a diverse audience. I can stay cool and handle issues with ease.

Communication skills / My communication skills are top-notch. I can convey messages clearly through visuals, words, or even body language.

Teamwork skills / Working in a team is second nature to me. Being a site supervisor has made teamwork a regular part of my day.

Organizational skills / Organizing things is my forte. Whether it's at Kuwait University or Shadadiya University, I'm in middle of administration, fieldwork, or managing large groups of people.

Current and past experiences.

Current experience: I work as a site security and safety supervisor, directly responsible for a team of over 100 employees. I have also been a colleague at Kuwait University since 2013 until 2025.

Past experiences.

I worked in as a temporary data entry clerk for a regular employee who went on a three-month annual leave at the Ministry of Public Works from 1/2/2014 to 30/4/2014.

I worked as a temporary quality department secretary at the Ministry of Public Works for 5 months from 15/5/2015 to 15/10/2015.

I worked as a safety officer at SEG Construction Company in the project of constructing and completing the student activity buildings at Kuwait University (Shadadia) for 8 years from 5/2/2017 to 20/7/2024.

PERSONAL INFORMATION

- **Designation** : Site security supervisor (KUCP Construction project).
- **Nationality** : Egyptian
- **Mob. No** : 98877019
- **Emails** : Alaaghazy85@gmail.com



Qualifications

- High school Diploma Technical Trading

Languages

- | | | | |
|-------------|----------------|-----------------|----------------|
| ▪ English : | <u>Reading</u> | <u>Speaking</u> | <u>Writing</u> |
| | Good | Good | Good |

Training Diplomas & Courses

- Fast Master of Business Administration ; **Include the Following**
- **Include:** Diploma in **Sales Management** .
- **Include:** Diploma in **Human Resource Management** .
- **Include:** Diploma in **Marketing Management** .
- **Include:** Diploma in **Finance Management** .
- **Include:** Diploma in **Leadership Management** .
- Diploma in Secretary & Office Administration .
- Diploma in Human Resource Management .
- Diploma in E-Commerce , Export and Import Specialist .
- Diploma E-Marketing and Internet Marketing Strategies .
- Diploma in Online Jobs and Affiliate Programs .
- Comprehensive program: OSHA / occupational safety & health administration .
- Course in International Customs Clearance Specialist .
- Course in International Shipping Specialist .
- Course in International Logistics & Supply Chain Specialist .
- Training Certificate: International Computer Driving License(ICDL) .