

Note:

I have studied customs

Clearance , international shipping , logistics , and export

and I am fully familiar with the concepts and practical skills related to these fields

However , I have not yet received the official certificated . it will arrive from America

after completing the procedures and I will receive them in May 2025

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>
Good | <u>Speaking</u>
Good | <u>Writing</u>
Good |
|-------------|------------------------|-------------------------|------------------------|

Training Diplomas & Courses

- Fast Master of Business Administration ; Include the Following
- Diploma in Sales Management.
- Diploma in Human Resource Management.
- Diploma in Marketing Management.
- Diploma in Finance Management.
- 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.
- Training Certificate: International Computer Driving License(ICDL)