



Karim Ibrahim Mohammed Elsehrawy

OBJECTIVES

I am a Bachelor of Commerce, Business Administration major graduate looking to work in a global and highly reputable company, which will benefit from my comprehensive knowledge through my study in Business Administration.

Seeking a challenging and competitive job opportunity in the teaching field which I can combine all knowledge, experience and abilities.

EDUCATION

Bachelor of Business Administration, Faculty of Commerce, Mansoura University, May 2020.

Grade: Very Good.

Professional experience



Umm Al-Qura Institutes for Training, Branch Supervisor.
Mecca, Saudi Arabia, May 2023 – Present.

- Supervising the day-to-day operations of the administrative department and staff members.
- training, and evaluating employees and taking corrective action when necessary.
- Ensuring necessary supplies and that all equipment is working and properly maintained.
- Plan, implement and oversee the work of staff members to ensure efficiency and compliance with organizational requirements and company procedures. Collecting, organizing, and storing information using computers and filing systems.
- Collect, organize, and store information using computers and filing systems.
- tracking progress towards company goals.
- Preparing reports for the branch
- Distribution of tasks



Umm Al-Qura Institutes for Training, Business career coach
Mecca, Saudi Arabia, May 2023 – Present.

- Delivering lectures and presentations on various topics related to commerce and vocational skills.
- Developing curricula and educational materials to meet the needs of trainees.

CONTACT

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https://karimibrahimelsehrawy.github.io/K_B_S/

Skills

- Negotiation and effective
- Ability to plan and organize

Computer Skills

- proficient user of Windows 11, Microsoft Office (Word, Excel and PowerPoint).

Languages

- **Arabic:** Mother tongue.
- **English:** Good command.

Personal Information

- **Marital Status:** Single.
- **Military Service:**
completed.
- **Date of Birth:**
January 27th, 1998.
- **Nationality:** Egyptian



هاوير المطرية

- Assessing trainees' performance and providing feedback to enhance their skills.
- Organizing workshops and practical activities to reinforce applied understanding.
- Preparing periodic evaluation reports on trainees' progress and presenting them to management.
- Guiding and mentoring trainees in their career paths and helping them set professional goals.
- organizing individual and group training sessions.
- Providing technical and informational support to trainees on various commercial topics.
- Delivered interactive and engaging lectures to enhance critical thinking and problem-solving skills.
- Assisted in creating, organizing, and implementing curricula for a variety of courses.
- Participated in professional development activities to stay updated on best practices and trends in education.

Hyper Elmataria, Assistant purchasing manager

El-Mataria Dakahlia, Egypt, November 2022 - May2023 .

- Assisting with the inspection of goods.
- provides administrative support to a purchasing manager. By assessing the needs of the company or organization.
- assist the manager in making choices about supplier sourcing, procurement, and vendor negotiations.
- help determine pricing strategies that allow the company to remain competitive and profitable.
- work with other procurement analysts to make forecasts about future demand.

vivo

Vivo smart phone, trainer

Mansoura, Egypt, April 2022- November 2022.

- Plan, implement and oversee the work of staff members to ensure efficiency and compliance with organizational requirements and company procedures.
- Conduct ongoing safety audits, meet with individual staff members, attend company safety meetings and participate or direct other work activities designed to promote work safety and encourage continuing education among staff members.
- evaluating the knowledge and skills and the ability of the employees.
- organizing appropriate training for all staff members.
- responsible for train the new employees.

vivo

vivo smart phone, Sales supervisor

Mansoura, Egypt, January2022 - April 2022.

- managing process of sale in shops of specific area, Scheduled tasks to employees to achieve sales target and adhering to company policies.
- Recruit new promoters, managing stock for achieving stores sales target.
- Building relationships with key clients and establishing long-term business partnerships with them.
- Reviewing reports from managers to identify areas of improvement or new opportunities for growth in the company's market share.



The Armed Forces, Organization and Administration Officer

Ismailia, Egypt, October 2020 - December 2021.

- Ensure compliance with military regulations and policies.
- Supervise personnel matters
- Oversee the preparation of official documents and reports.
- Ability to communicate effectively and solve problems under pressure.
- Schedule training, exercises, and daily tasks to ensure smooth operations
- Supervise training operations to ensure personnel readiness.
- Handle complaints and resolve conflicts between individuals to boost morale.
- Ensure proper organization and maintenance of official documents and records.
- Organize and manage meetings between leaders and personnel to discuss plans and tasks.
- This role requires a deep understanding of military and administrative operations, as well as the ability to manage human and material resources efficiently.



Chamber of Commerce, Customer Service Representative (Internship)

Mansoura, Egypt, July 2019 -September 2019 .

- Solving customer's Complaints
- answered customer's inquiries
- creating commercial record to customers

COURSES

- Critical Thinking, EDRAAK, Online.
June 2023.

- Problem Solving and Decision-Making Skills EDRAAK, Online.
June 2023.
- Public Speaking Skills, EDRAAK, Online.
December 2022
- Train-The-Trainer Program: The Novice Trainer Level, EDRAAK, Online.
November 2022.
- Egypt Supervisors Training Camp, VIVO Egypt HQ.
February 2022.
- strategic planning, DRAAK, Online.
December 2021.
- Introduction to Human Resources Management, EDRAAK, Online.
December 2021.
- The Basics of capital market, The center For Banking and Finance.
February 2020.
- International Computer Driving License, Scientific Computer Center, Mansoura University.
October 2019.
- Conversational English, Harvest, Mansoura.
August 2019.
- Skills Development, Ministry of Youth and Sports and UNICEF.
July 2019.
- Business Soft Skills, Managerial training center consultations, Faculty of commerce, Mansoura University.
February 2019.
- Comprehensive accountant preparation, Managerial training center consultations, Faculty of commerce, Mansoura University.
January 2019.
- Employability Skills Track, The American University in Cairo.
August 2018.