

# Mohamed Tarek Mostafa Mohamed

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Giza Gov./ Egypt

Date of Birth: 10/2/1997 (27 Yrs.)

Military Service: Exempted.

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## Profile

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Desirous of the position of Junior Networking Engineer at dynamic organization. where I can devote my technical skills, analytical skills & problem-solving competencies to promote the growth of the organization.

## Education

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Graduated 2019      Faculty of Commerce "English Section"  
Accounting Department  
Aswan University  
Good Degree (GPA 2.9)

## Experience

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**Worked as a Branch Manager at EM store for sports wear. (4-2022/ till now).**

- Preparing a branch's budget to manage cash flow, assets, income and expenses.
- Creating sales strategies by incorporating market research and setting targets to improve revenue.
- Build strong relationships with industry professionals, competitors and other personnel.
- Identified issues, analyzed information and provided solutions for problems.

**Worked as a Customer Service for ICC Billing at Vodafone Egypt. (3-2021/4-2022).**

- Transform cash in account and other forms of payment for activating services and billing when needed.
- Managing customers operations to resolve issues and enhancing sales of products and services.
- Managing customers inquiries & orders to ensuring their prompt delivery.
- Writing reports based on customer feedback on services.

## **Worked as a Technical support at Telecom Egypt (We). (2-2020/3-2021).**

- Understanding & identify the root cause of the problem through insightful questions.
- Talking over a series of actions to resolve network issues.
- Providing support in the form of procedural documentation.
- Following up with clients to ensure the problem is resolved.

## **Courses, certificates, & Training**

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### **Training For Employment at Egyptian Banking Institute (EBI).**

- Dealing with customers retail banking effectively & efficiently.
- Interact with Financial Markets through knowledge of credit & Trade finance.
- Dealing with Financial & Banking aspects such as (SMEs).
- Developing Several skills including leadership & interpersonal skills.

### **Credit Induction program in Banks at Egyptian Banking Institute (EBI).**

- Corporate Credit Risks in the commercial banks of Egypt.
- Macro Analysis & Industry Analysis.
- Political risk & Monetary policy.
- B/s & Income statement Analysis.

### **Google Data Analytics Professional Certificate. (in progress).**

- Cleaning & organize data for analysis and complete analysis and calculation using spreadsheets, SQL and R programming.
- Learn key analytical skills (data cleaning, analysis & visualization) and tools (spreadsheets, SQL, R Programming, tableau).
- Learn how to visualize & present data findings in dashboards, presentations and commonly used visualization platforms.
  - **Cisco Certified Network Associate (CCNA).**
  - **Cisco Certified Network Professional (CCNP) \_ Routing & Switching.**
  - **Microsoft Certified Solutions Associate (MCSA).**
  - **Very good using MS office Excel (Power query – pivot tables).**
  - **Very good using MS office (Word \_ outlook).**

## **Languages**

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- Arabic: Native
- English: Very Good (oral and written).

## **Additional Skills**

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- Target Orientation
- Leadership
- Effective Communication skills
- Analytical skills
- Decision Making

“References are ready upon request”