

# Hikal Sayed Mohamed

Senior machinery maintenance, procurement & supplies manager

Date of birth: 20<sup>th</sup> of October, 1984

Nationality: Egyptian

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Residence Visa

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## Why Hikal

Seeking a full-time position that where I can make the best of my potential and contribute to the organization's growth, I've the skills, the qualities & the qualifications that meets your organization's needs and I'm confident I can help your organization advance efficiently and productively.

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## Education Information

- High School Certificate
- Technical Diploma Certificate

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## Work Experience

- **Senior machinery maintenance, procurement & supplies manager at SOGIC Company**  
(Jan 2018 to Mar 2023)
  - Supervise the company's property & repair it when it breaks down and try to maintain its safety.
  - Control how the company's maintenance activities and operations are developed and organized.
  - Supervising the maintenance budget and estimating the costs of maintenance procedures.
  - Ensure that all maintenance workers and staff adhere to safety measures.
  - Preparing periodic reports on maintenance operations.
  - Regular purchase of maintenance equipment and tools when needed.
- **Machinery maintenance supervisor at BabyCoca Company**  
(Aug 2009 to Jan 2018)
  - Oversees the day-to-day operations of the maintenance department.
  - Evaluates systems or machines to determine maintenance or repairs that need to be performed.
  - Repairs mechanical systems of machines to ensure that manufacturing workers do their tasks.
  - Develops maintenance procedures and schedules.
- **Sewing machines operator & employee (Joker) at Ask Clothing Company**  
(Apr 2007 to Aug 2009)
  - Operating all kinds of sewing machines and working with high efficiency and productivity.
  - Fill the absence of any sewing employee & do his job fully, without affecting the workflow.
  - Read, interpret, and implement operational requirements as per schedule.
  - dedication to delivery deadlines, task organization, and time management.

## **Personal Skills**

- Excellent Computer Skills.
  - Excellent communication skills.
  - Exceptional problem-solving capabilities.
  - Strong mathematical abilities and attention to detail.
  - Teamwork and strong decision-making skills.
  - Flexibility and ability to deal with massive workload.
  - Strong awareness of business policies and procedures.
  - Leadership skills and respect for the chain of command
  - Marketing and persuasion skills.
  - Flexibility and ability to deal with massive workload.
  - Time management skills and strong ability to meet deadlines.
  - High work ethics.
  - Continuously learning and striving for more.
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## **Training & Courses**

- Training course in the maintenance and repair of all sewing machines & the replacement of spare parts.
  - Training course in programming machines and identifying faults and repairing them at Makkah Center
  - Training course in methods of marketing & selling products and machines at the agency of King Tex.
  - Training course in nutrition, physical fitness, diet planning & meal prep.
  - Training Course in marketing and selling products and dealing with customers. (Online)
  - Google training course in Digital Marketing (In Progress)
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## **Languages**

- Arabic – Mother tongue
- English – Intermediate