

Mohamed Noaman Mohamed

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Personal information: -

- **Date of Birth:** 15/02/2001
- **Public service:** Final dismissal

Career objective: -

I am looking for a challenging position in a reputable company so that I can expand my knowledge, skills and learning. Following a responsible career path will allow me to make the most of my education and experience while contributing significantly to the growth of the organization.

Education: -

- **Bachelor of Laws - Aswan University**
 - **Graduation year:** 2023.
 - **Grade:** High Good.

Experiences: -

Sales Representative

Mosaic General Supplies from April 2025 till Present

- Communicating with clients to present products and services.
- Assisting in preparing sales offers and simple quotations .
- Following up with existing customers under supervision .
- Participating in field visits and learning customer needs.
- Supporting senior sales team in daily operations.
- Preparing basic reports about customer feedback and sales activity .

Account Manager:

Lahab Grill Restaurant March 2024 till April 2025

- Review restaurant purchase invoices.
- Monitor restaurant inventory.
- Create purchase orders.
- Monitor revenue and employee salaries.
- Prepare a monthly profit and loss statement.

Front Desk Agent:**Chint Chine Company from Oct 2023 till Feb 2024**

- Greeting and thanking guests in a sincere, friendly manner.
- Checking guests in on arrival and out on departure.
- Anticipating and addressing guests' needs, and resolving their problems and complaints.
- Assisting with inquiries.
- Collaborating and communicating with other internal departments to ensure guest satisfaction.
- Complying with company procedures and safety policies.
- Performing duties on a daily checklist.

Trainings: -

- A course in human development.
- A course in HR.
- A course in ICDL.

Languages: -

- **Arabic:** Mother tongue.
- **English:** Good at (speaking - listening – Reading – writing).

Computer Skills: -

Microsoft Office (Excel – PowerPoint – Word -Outlook – Access).

Personal Skills: -

- Time management.
- Problem solving skills.
- Fast learner.
- Teamwork skills.
- Creative thinking and communication skills.