



***Ahmed Abdel Aziz Ahmed***

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**Personal Information:**

Date of birth: 26 February 1982

Gender: Male.

Marital status: married

Nationality: Egyptian

Military service: Exempted

**Qualifications:**

Bachelor Degree in Computer science

From integrated thëbës Academy in 2003

**Language skills:**

- Arabic: Tongue language.
- English: very good (spoken and written)

**Computer Skills:**

- Windows operating system
- Microsoft office
- Very well accessing to the internet
- Word processing: WordPerfect.
- Familiar with all software & hardware
- Autocad 2018

**Training courses:**

- Finished (12) level out of (15) levels in English language
- Started CCNA course at IT academy.
- Training as a Real estate consultant at Real Mark company .

**Job objective:**

Experienced Assistant Maintenance Manager with a demonstrated history of working in the computer hardware . Skilled in Microsoft Excel, Customer Service, Strategic Planning, Business Development, Strong operations professional .Creative, self motivated, and reliable.

Ability to work individually and as a co-operative team member.

Directing technicians, supervisors and assistants to accomplish the required speed business.

making reports for status of work and requirements.

Action reports of the work was'nt completed to resolved as quickly as required .

A responsible Position in a company where my skills, abilities, achievements, and proficiency will allow me the opportunity for career advancement.

### **Personal skills:**

- Creative, self motivated, and reliable.
- Very good communication skills.
- Ability to work individually and as a co-operative team member.
- Directing technicians, supervisors and assistants to accomplish the required speed business.
- The work reports of the status and requirements.
- Action reports of the work was not completed to resolved as quickly as required .
- Flexibility to work under pressure and in different environment
- Problems solving skills.
- Office Administration
- System Administration
- computer software
- Data Entry
- Clerical Skills
- Software Installation
- Administrative Assistance
- Customer Satisfaction
- Operations Management
- Skilled Multi-tasker
- Organization Skills
- Team Leadership
- Skilled Multi-tasker
- Problem Solving
- Executive Office Administration
- Office Operations
- Real estate consultant

### **((Work Experience)):**

Fricool Engineering Industries company from April 2004 to 2018.

- From 2004 to 2008 as data entry & IT.
- From 2009 to 2013 as maintenance assistant manager.
- From 2014 until Des 2018 as assistant manager & admin in the samemaintenance department.
- From 2020 until 2021 as assistant manager & admin in projetes department .
- From 2021 until Feb 2022 as a real estate consultant at Real Mark company .

- **Any certified documents will be provide upon request**