# CIRRICULUM VITAE

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## **PROFESSIONAL EXPERIENCE**

###### January 2009 – To Date

###### National Bank of Oman

###### Head of Projects, Procurement and Facility Management ‘PPFM’ Division

Responsibilities:

* Supervising and controlling all maintenance tasks needed for the bank premises.
* Supervising and controlling all the maintenance of the Bank’s cars.
* Handling the official licensees and renewals permits of the bank premises and cars.
* Controlling the bank different Go-Downs and stores.
* Supervising the whole bank mail cycle.
* Supervising the whole bank stationary requirements.

###### Retail Remedial Responsible

Responsibilities:

* Following up retail remedial customers.
* Following up with the assigned bank lawyers
* Preparing the needed reports for the remedial collection and legal cases follow up.
* Preparing re-scheduling agreements with the remedial retail customers and following up those agreements.

###### January 2001 - June 2009

###### National Bank of Oman

###### Projects & Procurement Facility Management ‘PPFM' Division

###### January 2000 - December 2000

###### National Bank of Oman

###### Bulk Cash Teller

Responsibilities:

* Receiving Bulk cash from customers
* Counting different notes and different currencies of cash received.
* Disbursing bulk amounts of cash.
* Posting the deposits and withdrawals of cash transactions on the bank system.
* Performing cash deals with different banks.
* Dealing with the bank agreed cash transport company.

###### October 1999 - December 1999

###### National Bank of Oman

###### Clearing and Collection Teller

Responsibilities:

* Receiving Cheques from the customers.
* Posting transactions for clearing and collection cheques on the bank system
* Attending the clearing house session representing the bank.

###### June 1998 - October 1999

###### Arab Engineering Office

###### Auto Cad Architect (Night Shift)

###### June 1998 - October 1999

###### Egyptian American Bank

###### Mail Department

###### June 1997 - June 1998

###### D-Sata Co. for Contractors

###### Site Technician

## **EDUCATION**

* **In Progress, BSc of Commerce, Faculty of Commerce, Cairo University**
* **Technical Industrial High Institute, Helwan University**
* General Grade: Good.
* Graduation Year: June 1997

## **INTERPERSONAL SKILLS**

* Goal oriented: determining the goals to be achieved, the techniques to be followed and the time frame within which these goals are to be attained.
* Self-motivated and fast learner.
* Ability to handle responsibilities and work under pressure.
* Ability to handle and control groups and lead them to achieve the required goals.
* Ability to build very effective team work in addition of being a good team work player.
* Clear communication skills with management and subordinate.
* Ability to work outside Egypt.
* Ability to work with flexible working hours.

## **LANGUAGES**

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| **English** | Good |
| **Arabic** | Mother Tongue |

## **COMPUTER SKILLS**

Microsoft Windows

Microsoft Word

Microsoft Excel

Good knowledge of Internet applications

## **AREAS THAT CAN BE ENHANCED BY UTILIZATION OF MY EXPERIENCE**

* Had a great base of relationships with different suppliers enabling me to obtain the best prices for purchasing any of the organization needs and requirements.
* Can deal with different maintenance issues of the premises, cars, security alarms, fire extinguishers and inspecting cameras.
* Strong relations with most of the Shipment Offices.
* Excellent management of stores/Go-Downs with a sharp organizing plan and cost reduction perspective.

## **REFERENCES**

* To be furnished upon request

*Updated: May 2019*