

# Mohamed Ali Aboul Fotouh

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Data of birth: 28/3/1995

Military service Status: Completed

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## **Objective:**

I am looking to be a member of the team work in a reputable & successful organization where my knowledge and ability could be fully utilized Which enables me to be professional while meeting the organization goal and to have a chance to develop my skills that will get more experience to meet my ambition.

## **Education:**

- Faculty of law –Alexandria University      2020
- Arabic section
- Grade: Pass

## **Work Experience:**

### **□ Army Reserve officer**

**Mar.2021 – Oct, 2023**

1. exercise initiative, tact and discretion in the performance of his or her assigned duties.
2. conduct roving and stationary patrol within limits of and will respond to citizen requests
3. render first aid to any persons in need of medical attention
4. Commitment to attendance, punctuality and leadership of soldiers
5. Distributing soldiers for service and supervising them

### **● Lawyer – Haitham& Associates law firm 2018-2020**

1. Help and support the legal team on regulatory and compliance issues to ensure compliance with legal regulations.
- 2- Represent the company in legal proceedings and protect the company against legal risks and violations.
- 3- Responsible for renewal of company legal documents & licenses.
- 4- Responsible for dealing with the governmental institutions to finalize all the needed legal documents.
- 5- Represents the company legally in courts and other governmental parties

- **Admin - CPC corporation 2017**

- 1-Administrative Writing Skills, Professionalism, Problem Solving  
Supply Management, Inventory Control,
- 2- Emotional Intelligence, Flexibility, Editing and Proofreading

- Computer Skills

- 1-Advanced user of Microsoft Word, Excel, and PowerPoint
- .2-Accounting Excel – ERP System
- 3-Advanced user of E-mail applications and internet.

- Interpersonal Skills

- High communication skills.
- Digital marketing
- Ability to work under pressure.
- Hard worker and willing to learn new technology
- Ability to work as effective member in teamwork
- Self-motivated.
- Leadership skills
- Excellent research ability

- Language Skills

- Arabic: (mother tongue)
- English: Good

**Last Resume Update:1-10-2023**