

# Mostafa Ahmed Abd EL-Azizi Abd El-Hamed El-Gzar

Finance, Fresh Graduate

Date of Brith: 1998/06/20

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Military Service: Temporary exempted

## Education

- Bachelor of Commerce
  - Alexandria university 2021.
  - Business administration finance department.
  - Grade: Good.
- Language
  - Arabic: Mother language.
  - English: Good.

## Work Experience

### • Digital marketing at X-Tech for Phone Accessories (Amazon – NooN – Jumia)

25th Nov 2023 till now

- Full Control of The Amazon Account Functions.
- Track The Movement of Prices for A High Sale Number.
- Handling Customers to Help Them with Problems They Face Using Products.
- Create, Ship, Track & Deal with Product Status.



### • HR-Junior at Islam Said office, IGAAT Integrated Group

10th March 2022 till 20th JUNE 2023.

- Design new internal regulations and policies system.
- Maintain employee records (deductions, attendance, complete jobs).
- Conduct disciplinary actions.
- Recruit candidates.
- Social insurance errands with our clients



### • Telemarketing at Proper Business Solution

10th Oct 2021 till 25th March 2022.

- Negotiate offers to buy old houses, vacant lands in US.
- Convert leads to appointments and close it for our next coworker.
- Find homes shows that meet with our clients' criteria.



- **Sales For New Star company**

10th August 2021 till 21st October 2021



- Prepare orders for our customer.
- Quality control for every new product arrives at our warehouse.
- Weekly spreadsheet for our manager for product status and movements.

- **Enterprise system graduation project**

April 2021 till June 2021.



- Website manager.
- Procurement processes.
- Fulfilment processes.
- Production processes.

## Computer Skills

- Microsoft Office
- Data entry
- Social Media
- Spreadsheet software
- Photoshop
- Technical support (Hardware – software).

## Courses

- UI/UX Design (under dev)
- E-Marketing (Google Courses)
  - February 2020 to July 2020.
- ICDL at ICDL Arabia
  - July 2018 to October 2018.
- English Course at Real soft house
  - March 2017 to February 2018.
- Nutrition (Self Learning YouTube)

## Personal Skills

- Highly organized and efficient.
- Ability to work independently or as a collaborator.
- Adaptable to new situations.
- Enjoy a competitive environment.
- Proven leadership skills and the ability to motivate teammates.

January 26, 2024