

Dear Sirs,

I am a bright enthusiastic, dynamic, self-motivated, well experienced and I am seeking some interesting form of employment.

Briefly, my relevant experience and qualifications are as written in my Curriculum Vitae attached herewith.

My career goals are to achieve a high managerial level and to gain as much as I can work skills.

I believe that I will be well groomed to meet your requirements.

I look forward to hearing from you. Needless to say, I'll be glad to supply you with any further information you may need.

Also, I am looking forward to work effectively within your teamwork to prove high standards of efficiency and productivity within your association.

Wishing you an unprecedented growth.

Yours,  
Nader Samir

**Nader Samir Mehana**  
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## Career Objectives

Looking to join a progressive organization that has the need for my qualifications and offers opportunities for advancement.

## Spoken languages:

- |                  |                     |               |
|------------------|---------------------|---------------|
| ○ <b>Arabic:</b> | Mother Tongue       | Mother Tongue |
| ○ <b>English</b> | Reading and Writing | Very good     |

## Personal Data:

- **Date of Birth:** January. 1, 1982 Cairo, Egypt
- **Nationality:** Egyptian
- **Marital Status:** Married

## Academic Education:

- **University :** Future Academy in Heliopolis
- **Graduation degree:** Bachelor of Information System – 2005
- **Project of Graduation:** IT system for bank management – Excellent grade

## Work Experience

Working as a **Purchasing specialists** for M.A.S. Misr Authorized service center form Nov 2018 till now.

- Good experience in inventory management and supply management, I make comparisons between multiple vendors to determine which one has the best quality and prices.
- Create & follow up Purchase Orders, Inventory Control, Negotiation Skills, and Vendor Management.

Working as a **Service Shipping Manager** for M.A.S. Misr Authorized service center for **hp & SAMSUNG & Lenovo** form Sep 2011 till Nov 2018.

- Create & Follow up the **hp** shipment (Import and Export) "For all branches" through DHL & Aramex.
- Create orders spare parts & Follow up for **hp**.
- Create & send & Follow up the shipment **SAMSUNG** Dubai "For all branches"
- Send the devices & spare parts to **Samsung** Korea through DHL.

**May 2009 till Aug 2011.**

**Technical Support Engineer in Engineering Data System Company E.D.S**

- Maintenance for Dido graph machine which is makes serial number of cheques.

- Removal and installation of all parts of the machine and not only maintenance.
- Maintenance of damaged parts in the machine.
- Maintenance for the supplies of the company Computers, printers and scanners...etc.
- Writing reports about the visits to the banks.
- Travelling to everywhere in Egypt as the work required.
- Printing the cheques through the program determined by the bank.

## **December 2005 – May 2009**

### **Team leader & Coordinator of Foreign purchasing department in Ghabbour Group**

#### **Responsible for:**

- Data entry and analysis.
- Making orders on system (MOBIS & VOLVO) for spare part.
- Performing administrative tasks between me and my team.
- Collecting data from field when required.
- Follow up shipments and the insurance issues about the shipments.
- Delivery of shipments to the stores.
- Making procedures of the shipments purchasing.
- Coordination of all shipments.

## **May 2005 – December 2005**

- Successfully attended for a period of 6 months a training session held at the Commercial International Bank dealing with data entry using the bank IT system.

#### **Computer skills:**

- Good use of knowledge of Microsoft windows & Microsoft office applications.
- Good use of internet
- Good use of ORACLE & BAAN applications.

#### **Microsoft office:**

- Microsoft Excel 2013
- Microsoft word 2013
- Microsoft Power Point 2013
- Windows 10

#### **Free Education:**

- Taking course MCSE in YAT Education Center including:
  - Managing a Microsoft windows server 2003 Environment
  - Maintaining a Microsoft windows server 2003 Environment
  - Implementing Microsoft windows server 2003 Network Infrastructure
  - Planning and Maintaining a Microsoft windows server 2003 Network Infrastructure
  - Designing security for Microsoft Networks
  - A certificate in Internet security & Acceleration (ISA)
- Taking course of Counterfeiting and forgery of cheques:
  - How to know the fraud in terms of the kind and the color of paper
  - Chemical and mechanical scanning of the cheque

- Standard dimensions of the cheque
- Forms of watermarks which is uses in cheque
- Ability to find out if the paper of cheque has enough secure or no