



## MOHAMED ABD ELNASSER ALI MOHAMED

### OBJECTIVE

Multi-faceted, efficient, and reliable administrative professional with 10+ years of experience supporting executives, sales personnel, and managers to improve internal operations for small businesses.

### EDUCATION

#### Assuit university

2017

DIPLOMA IN EDUCATION

Very good

#### Assuit university

2015

PUBLIC LAW DIPLOMA

GOOD

#### Assuit university

2010

FACULTY of SHAREA AND LAW

GOOD

### EXPERIENCE

#### Petrojet Company (Hydrocracking project)

2022 -

document controller and Data entry

#### TRANSPORTER COURIER SERVICE FOR EXPRESS SHIPPING

2020 - 2022

UPPER BRANCH MANAGER

#### PAN EGYPT COURIER SERVICE FOR EXPRESS SHIPPING

2020 - 2021

AREA MANAGER FOR UPPER EGYPT

#### U-FEIX COURIER SERVICE FOR EXPRESS SHIPPING

2020 - 2021

AGENT OF UPPER EGYPT GOVERNORATE

#### UNION Courier SERVICE UPPER EGYPT REGION

2019 - 2020

TEAM LEADER

#### Nile valley Gas company

2011 - 2019

Control Room Senior

one of the companies of the Taqa Arab group for natural gas

### CONTACT

@ muhomedabdelnasser@gmail.com

01007090845

Elmoalmen , Assuit city

Muhammed naser

### SKILLS

Computerskills: Very good user in MS office"Word,Excel,Powerpoint,

Languageskills:-

Arabic:MotherLanguage.

English:Verygood

Personalskills: Hardworker & able to work under pressure Effective communication Skills Willingness to learn more. Ability to work in harmony with teamwork. Respect for work time Self-motivation

### LANGUAGES

Arabic

English

### PERSONAL DETAILS

Date of Birth : 22/1/1987

Marital Status : Married

Nationality : Egyptian

Religion : Muslim

Gender : Male



## CERTIFICATES&COURSES:

### ICDL

Holder of the International Certificate in Computer Driving - the level is very good

### ENGLISH LANGUAGE COURSE

AT AMID EAST EGYPT  
The LEVEL IS GOOD

### AUTOCAD

### TEAM VIEWER COURSE

### SAP

CERTIFICATE OF TRAINING ON SPECIFICATION FOR NATURAL  
GASES AND MODIFICATIONS OF THE HOLDING COMPANY  
(EGAS)

TRAINING COURSE IN PREPARING STUDENT CADERS  
(LEADERSHIP PREPARATION CENTER -HELOWAN)



## PROFESSIONAL MEMBERSHIP

MEMBER OF THE EGYPTIAN BAR ASSOCIATION REGISTERED  
AS A PRIMARY LAWYER 2023 UNDER THE  
RENEWAL OF THE High APPEAL 610357 REGISTRATION  
NUMBER