



First Academy

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Mahmoud Mohamed
Cairo - Egypt

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OBJECTIVE:

- Looking for a good position opportunity to enhance my experience & give my work experience to others through technical training.

PERSONAL INFORMATION:

- **Date of Birth:** 10/12/1983
- **Place of Birth:** Shobra - Cairo
- **Country of Nationality:** Egypt
- **Marital Status:** Single
- **Military Status:** Exempted
- **I.D Num:** 28312100105532

EDUCATION:

- **Academic Education:**
B.Sc Social Service – Social Service Institute Nasr City – Class 2006.

SKILLS:

1. Computer Skills:

- Using Microsoft Windows:(95/98/2000/Me/XP/2003)
- Professional Microsoft Office **word-Excel-Outlook**
- Surfing Internet.

2. Language Skills:

- **Arabic:** Mother Tongue
- **English:** Good

3. Special Skills:

- Working under pressure.
 - Working with team.
 - Leadership Skills.
 - Learning quickly.
 - Ready to learn anything that helps me in developing my work.
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- 1 - Do a collecting and delivering of bills or checks for customers and suppliers of The company.
- 2 - To supervise the printing of posters advertising the company.
- 3 - To mobilize and packaging products company, which the company produced And marketed.

- 1 - Do a collecting and delivering of bills or checks for customers and suppliers of The company.
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3. Job Title: Traffic Manager Sharm El-Sheikh branch.
Employer: Flash tour – Transportation Section
Employer Country: Egypt.
From: 7/2007 To 1/2013
Job description:



- 1 - In coordination with the Department of Tourism to see flight Departure or Arrival to Sharm el-Sheikh and trips that are agreed upon with The Department of Tourism and so on a daily basis.
- 2 - Regulate the movement of branch vehicles section and distributed by Flight Schedule (Departure or Arrival) as well as flights that are working inside and Outside Sharm el-Sheikh, according to fill orders for each vehicle is Released from the branch.
- 3 - Follow the movement branch vehicles kilometers to be sure not to waste any Kilometer which are being implemented by job orders.
- 4 - Supervise the drivers in terms of follow-up works and may any amendments Either modify the dates or provide presence and delay flight times or Implementation and cancellation of certain work, or whether follow their Vacations leave and return.
- 5 - Do the process of setting up tips for drivers according to the type of each Work by a list of predetermined prices tips...
- 6 - In case of insufficient car of branch to do orders rent cars from outside the Company to carry out the batches required by predefined price list of Suppliers.

4. Job Title: seller
 Employer: zero2five
 Employer Country: Egypt.
 From: 2-2013.
 To: 1-2014
 Job description:

1. Welcome customer .
2. Find out what is the thing you're looking for the client to facilitate the search curse
3. Explanation for the client if he was looking for clothes or baby supplies.Private breastfeeding supplies. Children Cars or Kids Games



Teleperformance
 Transforming Passion into Excellence

5. Job Title: Customer service
 Employer: Teleperformance
 Employer Country: Egypt.
 From: 02-2014.
 To: 09.2014
 Job description:

- 1.Registration lines for Vodafone customers .

6. Job Title: Customer service
 Job Title: Manger Traffic
 Employer: Hub Furniture
 Employer Country: Egypt.
 From: 10-2014.
 To: 12-2018
 Job description:

- 1.Registration lines for Hub Furniture customers .

1. Organizing the movement of traffic, informing the drivers and following up on the daily operations

7 Job Title: Production . Purchases .
Employer: Meccano Company
Employer Country: Egypt.
From: 01-2019.
To: 07.2019.
Job description

1. Work on the implementation of projects from the beginning of the design drawing and purchase of all purchases related to the project and follow up with the factory with all the details until the implementation of the project and its delivery

8 Job Title: Manager
Employer: First Academy
Employer Country: Egypt.
From: 08-2019.
To: Until now
Job description

I hereby thank you for taking the time to read my CV.

Best Regards
Mahmoud Mohamed