

BAKR MUHAMMED

Overview

It's a pleasure today submitting my CV which is based on +5 years of experience in various fields of work. Most of which are gained while taking my university degree ,I loved changing my field of work many times to gain a lot of skills and challenging myself to be always capable of learning and .succeeding in everything

Wish my Cv is fitting your requirements

Best Regards.

CONTACT INFORMATION

Phone: +20 100 9900 871

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Address: Cairo, Egypt.

PERSONAL INFORMATION

Date of birth : Aug 1996

Nationality : Egyptian

Military service status: Fulfilled

License: Private driving license

LANGUAGE

Arabic (Fluent)

English (Good)

SKILLS

Computer (MS Office)

Accounting

COURSES

Insurance by M.I

Marketing by Google

English by Stp

Personal traits

Fast learner

Hard worker

Well organized

Team player

creative

EDUCATION

High School : Orman experimental language school (2015)

University : Cairo University – Faculty of law (2019)

JOB EXPERIENCE

Top Service Egypt (2015/2016)

Position: Indoor / Outdoor sales

1. Making calls and arrange meetings.
2. Presenting offers and typing reports.
3. Sign contracts and follow up with clients.

Middle East Tours and Real Estate (2016/2017)

Position: Indoor sales

1. Meet clients and presenting offers and prices.
2. Sign contracts and make reservation.

Fine Art Media (2017/2018)

Position: Marketing specialist

1. Put marketing strategies.
2. Mange social media pages.
3. Create content.
4. Establish online selling platform.
5. Calculate cost and control pricing.
6. Organize event.
7. Supply products.
8. Moderate company bank account.
9. Analyze data and typing reports.

Room Alone Café (2018/2019)

Position: Manager assistance / Cashier

1. Make reservations and welcoming clients.
2. Create offers.
3. Supervising service quality.
4. Purchase items.
5. Check treasury and close account daily.

Morimoto Auto accessories shop (2021/2023)

Position: Branch manager

1. Organizing booking appointments and welcoming clients
2. supervising technicians and reviewing the work assigned to them.
3. inventory management.
4. managing online platform and launching advertising.
5. collecting money and issuing invoices and guarantee.
6. follow up and resolve administrative and technical complaints.
7. maintenance and install some of car parts.

Darna for finishing and supplies (Freelance)

Position: Executive assistant

1. make visit and suggest designs.
2. supply raw materials and workers.
3. supervising technical implementation and deliver project on time.

Private driver (Overwork)

- 3 years of experience based on +2500 trips with minimum rate 4.9/5 Working via: (Uber, Careem, DiDi, Indriver)
- Types of vehicle I have already worked on: (sedan, hatchback, Suv, van, Small & medium truck)

Personal chef (As a hobby)

- experience in fast food preparation, pizza, burger, sea food, grills, pasta, fresh drinks.