

# CV



**Name:** Ahmed Mohamed Mohamed Elsayed.

**Nationality:** Egyptian.

**Marital status:** Married.

**Place of birth :** Alexandria.

**Address:** Gomaa Moftah Street - Agami - Hannoville - Dekheila – Alexandria.

**Telephone:** +201026544487

**Academic Experience:** Bachelor's degree in Social Work.

**Languages:** English and Arabic.

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**Computer skills:** ICDL

**Experiences:**

\* Alrowad Group Company for ceramics and sanitary ware and I work in it as a secretary treasury and everything related to the accounts of suppliers and customers, as well as the work of attendance and absence and vacations for employees and workers, and making salaries and disbursing them to them, from the period of one month July 2019 to now.

\* Hassan Allam Sons Contracting Company at first I work as a site supervisor for a year and then I worked as a purchasing specialist, where I used to go to suppliers and get quotations approved by him, then make a comparison between them and then present it to the director of purchasing and the requesting administration to choose the best one, then it is approved by the financial manager, and then I communicate with the supplier and bring the goods and I was also disbursing salaries to the workers and

employees on the site and that from the period from march 2015 to april 2019.

\* Al-Mazloun Company for Trade and Agencies, and I work as an internal sales representative where I used to receive the customer and stand with him to choose the goods to be purchased and then make a sales invoice for him from February 2011 to April 2015.

\* Alexandria Company for Hydraulic and Pneumatic Services, and I work as an external sales representative, where I used to go to factories and companies, display the goods that my company has, and know the customer about the prices of the goods, from October 2008 to January 2011.

\* A social worker at Badr Jaleem Preparatory School and Hosni Mubarak Secondary School, when I was studying at the Higher Institute of Social Work, and that was as a form of training.

**Extra skills:**

\* work under pressure.

\* Simulation with the supplier to bring down the price and convince.

\* Control over the employees and workers who work under my management.