



## Ahmed Mostafa

**Nationality:** Egyptian **Date of birth:** 10/12/1999 **Gender:** Male

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### ABOUT ME

I finished university with a major in (Business Administration). I am diligent and motivated to learn everything new. I am looking forward to developing myself and the place I am in. I am keen to achieve all my ambitions and goals. I have the patience and perseverance that enable me to see my future in front of me now, and I raise the slogan of life for those who want it.

### WORK EXPERIENCE

#### Naoum Pharmacy.

**Branch Manager ( Naoum Pharmacy.).** [ 01/01/2022 – Current ]

City: Giza | Country: Egypt

\*Requesting pharmaceutical orders from companies such as Ibn Sina Company, Pharma Over Seas Company, United Company, and corporate stores such as Pharma Today, Al Tahrir, and accessories from Taiba Store, Al Karma, and Unilever.

\*Receiving orders from companies and calculating companies' accounts on a monthly basis and storing them in cash.

\*Responsible for the attendance and departure of the branch's employees and registering them for departure and attendance and their arrest.

\*General supervision of the pharmacy in terms of inventorying medicines, making orders for missing medicines, and receiving orders from pharmaceutical companies and corporate stores.

#### Naoum Pharmacy.

**Assistant pharmacist ( Naoum Pharmacy.).** [ 01/01/2018 – 31/12/2021 ]

City: Giza. | Country: Egypt

\*Dispensing medications to patients..

\*Measuring blood pressure and blood sugar for patients visiting the pharmacy.

\*An inventory of the existing medications available in the pharmacy.

\*Arranging and stacking medications on shelves for each type.

### EDUCATION AND TRAINING

#### College of Commerce, Business Administration Division.

**Cairo University.** [ 01/09/2018 – 01/06/2022 ]

Address: OFFLINE., Giza (Egypt) | Website: <https://cu.edu.eg/ar/Home>

#### Financial Inclusion Awareness Program for Youth "World Savings Day"

**Banque Misr in cooperation with EYouth Foundation.** [ 15/10/2021 – 31/10/2021 ]

Address: ONLINE., Giza. (Egypt) | Website: [https://www.banquemisr.com/?sc\\_lang=ar-EG](https://www.banquemisr.com/?sc_lang=ar-EG)

## Microsoft office specialist (2019)

*IT share Center* . [ 07/07/2021 – 10/10/2021 ]

Address: OFFLINE ., Giza (Egypt) | Website: <https://itshareacademy.com/>

## Pioneers Online Program (Summer Training) .

*Misr Bank* . [ 01/07/2021 – 30/07/2021 ]

Address: ONLINE ., Giza. (Egypt) | Website: [https://www.banquemisr.com/?sc\\_lang=ar-EG](https://www.banquemisr.com/?sc_lang=ar-EG)

## Maharat Min Google Fundamentals of Digital marketing

*Foundation EYOUTH and Iumas*. [ 05/2021 – 05/2021 ]

Address: ONLINE., Giza (Egypt)

## Financial inclusion training

*Banque Misr and Export Development Bank in cooperation with the Banking Institute* . [ 03/2021 – 03/2021 ]

City: Giza | Website: <https://ebank.com.eg/>

## Pioneers Online Program (Summer Training) .

*Banque Misr*. [ 01/09/2020 – 30/09/2020 ]

Website: [https://www.banquemisr.com/?sc\\_lang=ar-EG](https://www.banquemisr.com/?sc_lang=ar-EG)

## Marketing Management .

*Foundation EYOUTH and From the American University in Switzerland*. [ 06/2020 – 06/2020 ]

Address: ONLINE ., Giza (Egypt) | Website: <https://eyouthlearning.com/instructors>

## Human Resources Management Course .

*Foundation EYOUTH and From the American University in Switzerland*. [ 05/2020 – 05/2020 ]

Address: ONLINE ., Giza . (Egypt) | Website: <https://eyouthlearning.com/instructors>

## The financial literacy & Entrepreneurship Program.

*Egyptian Gulf Bank (Eg bank)*. [ 07/2019 – 07/2019 ]

City: Giza | Country: Egypt | Website: <https://www.eg-bank.com/Ar/Index>

## LANGUAGE SKILLS

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**Mother tongue(s):** Arabic

**Other language(s):**

**English**

**LISTENING B1 READING B1 WRITING B1**

**SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

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Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google / Whatsup / Email (Gmail) / Internet user / Organizational and planning skills / Telegram / Power Point / Microsoft Office 2019

## PRACTICAL EXERCISES

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[ 24/07/2022 – 11/08/2022 ]

**The Arab Contractors Company (Osman Ahmed Osman & co)**

**Departments of financial affairs in the administration.**

**\*Accounts payable.**

**\*Bank accounts.**

**\*Contractors' accounts.**

**\*Customer accounts.**

**\*Financial records.**

Link: <https://arabcont.com/>

## **SPORTS AND HOBBIES.**

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**Hobbies.**

**Reading, traveling, diving, swimming, kayaking, mountaineering, safari, sailing, walking, learning, Bodybuilding.**