

# *Mostafa Mohamed Said*



## ***Contact Information:***

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## ***Personal Information:***

- **Nationality** : Egyptian
  - **Birth date** : 28/9/1995
  - **Gender** : male
  - **Marital Status** : Engaged
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## ***Education and Qualifications:***

- **Bachelor of Social work.** (Business administration and public relations)
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## ***Experiences and Skills:***

- **More than 5 years of experience in business administration and secretarial work**
- **Company secretary at Al-Awwad Corporation Kingdom of Saudi Arabia for 2,5 years**
- **Trainee public relations secretary at Hassan Allam Contracting Company in Egypt for 3 years**
- **Follow-up database and e-mail programs.**
- **Securing the necessary arrangements for the general manager's trips and securing the hostel, accommodation and visits for the company's external visitors.**
- **The ability to draft books, reports and minutes of meetings of the General Manager in an appropriate expressive manner.**
- **Determine the times of interviews with the manager according to the agenda.**
- **Manage online filing systems and various records.**
- **Receiving all messages, faxes and calls and presenting them to the manager at the appropriate times.**
- **Organizing office layout and maintaining supplies and equipment.**
- **Organizing meetings with staff and writing the agenda.**

- Overseeing the recruitment of new employees including at times training and mentoring.
- Implement employee evaluations, performance management and employee discipline.
- Writing reports for senior management and making presentations.
- Skill in preparing work reports.
- Attend meetings to present the agenda and take notes and results.
- View proposals submitted by the company's employees to the manager, as well as complaints.
- Ensure that new employees are followed up to determine the extent of their effectiveness and interaction with the work.
- Follow up the implementation of administrative decisions by communicating with all other departments.

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### ***Career Objective:***

I'm looking for a challenging position where my educational background, skills and acquired experience can contribute to the progress of the institution and its achievements. Always striving to learn from others and gain more and more experiences, search for permanent competition, increase passion, and methods of continuity to reach at the end of the road to achieving the highest levels of success and pride for the institution and for myself

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### ***Skills & Actives:***

#### **Computer Skills :**

- Microsoft Word, Excel, PDF Files: Expert
- Onyex
- Microsoft Dynamics AX
- Vanziea
- Typing Arabic : Expert
- Surfing the Internet: Expert
- Fodics

#### **Actives :**

- Hard working , Ambitious personality , Energetic.
  - Exhibit fine communication skills willing to learn and self motivated
  - Able to work within a team and coordinate according to different Strategies and action
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**Hobbies :**

- Photography , Taraveling
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**Language Level Years practiced Last used:**

- Arabic: Mother Tongue
  - English: Very Good
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**Training and courses:**

- Course in the foundations of training.
- Course in customer service.
- Course in the basics of selling and selling intelligently.
- Course in how the configuration and structure of the project works.
- Course Staff preparation and establishment course.
- Course Crisis and emergency management course
- Course in communicating and negotiating with clients
- Safety and Emergency procedures First Aid .
- Introduction to the cabin crew profession .
- Cabin crew healthy living / life style
- CRM

**I hope my C.V will agree yours requirement**  
**& I will have great pleasure**  
**if you accept me in your team**