

Ali Ahmed Raafat Ali Elqursh



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Personal Information

- **Marital status: single**
- **Nationality: Egyptian.**
- **Military Service : Exempted**
- **Place of Birth: Alexandria.**
- **Date of Birth: 23/8/1985.**

Objective

To join an organization with a Dynamic Work Environment, in a position that allows me to utilize my analytical, interpersonal, and communicative skills; through which a career could be built, with a clear path and potential developments.

A focused individual seeking an opportunity as a data entry operator to utilize my rapid typing skills and computer operating knowledge to meet the organization's requirements.

<p><u>Key Skills</u></p>	<ul style="list-style-type: none"> · <u>Capable of typing 55 words a minute with accuracy.</u> · <u>Knowledge of using equipment like printers and scanners.</u> · <u>Ability to provide administrative support to business operations.</u> · <u>Ability to interact with customers and clients.</u> · <u>Capable to update and maintain information in company data base.</u> <p><u>OTHER SKILLS.</u></p> <ul style="list-style-type: none"> · <u>MS Office (Excel, Word & Power Point) .</u> · <u>Good verbal and written communication skills.</u>
<p><u>Overview</u></p>	<p><u>I have the skills that allow me to organize, manage, and enhance my own work cycle depending on the organization business need.</u></p>
<p><u>Education</u></p>	<p><u>Alexandria University/Faculty of Law English Department</u> <u>English Licentiate Degree in Law</u> <u>Grade: Pass.2016</u></p> <p><u>Member of lawyers Association</u> <u>Liecee English Secondary School (LLS)</u> <u>Al Pharaana language Primary , and Preparatory School</u></p>
<p><u>Languages</u></p>	<p><u>Arabic: Mother tongue.</u> <u>English: Fluent.</u> <u>French: Good (Writing & Speaking).</u></p>
<p><u>Certifications</u></p>	<ul style="list-style-type: none"> • <u>Certificate of Achieving Photoshop from Cambridge Technology Center CTC</u> • <u>Graphic & Professional Design certificate</u> • <u>Certificate at English Foundations (General –Conversation – Grammer – Phonetics)</u> • <u>Certificate at Job Hunting Diploma</u> • <u>ICDL (International Computer Driving License) certificate Endorsed by Ministry of Communications & Information Technology in Egypt</u>

Professional Experience

- **Able to deal with any CRM system (Customer relationship Management system).**
- **Professional experience in collecting leads, and contacts info, organizing opportunities, managing customer feedbacks, and signing contracts process.**
- **Exceeds expectations in making friendly relationships with customers.**
- **I AM PERFECT C.P.U SKILS AND GOOD IN INTRENET AND OFFICE USER .**

Personal skills

• <u>Well Organized</u>	• <u>Reasonable thinking</u>
• <u>Good fighting spirit</u>	• <u>Hard worker</u>
• <u>Able to work under pressure</u>	• <u>Excellent communication skills</u>
• <u>Self motivator</u>	
• <u>Able to learn a new tools fast and easy</u>	

Office Tools: Microsoft Excel, Access, and Power Point.

Word processing: Microsoft Word.

Excellent Internet user.

Excellent computer (hardware-software)

Excellent internet user

Good in photoshop

Good in data entry

Transferable skills: Public Speaking & Presentation / Leadership / Self-learning / multi-potentiality/ Team working / Negotiation / Communication / Flexibility / Decision Making / Critical Thinking

<p><u>VOLUNTEERING</u></p> <p><u>WORK</u></p>	<p><u>A hard-working volunteer seeks a chance to make a difference with The National Trust. Experience includes working as a temp events volunteer during the summer term. Able to handle a variety of tasks, including greeting the public, preparing activities, and operating POS systems.</u></p> <p><u>Worked in life-maker for 1 years help poor people in Food and supplies and win I won a contest in Amr Khaled web site in 2009 & worked in</u> future protectors association for months .</p>
<p><u>Work</u></p> <p><u>experience</u></p>	<ol style="list-style-type: none"> <u>1. Worked in Manhattan Auto Export and Import As a (data entry) and as employee for year (last job) in smouha.</u> <u>2. WORKED IN TYBA COMPANY AS (DATA ENTRY) for 5 month in elsyouf.</u> <u>3. Worked in (sales) in yathrib company for 3 month in kiloptra.</u> <u>4. Worked in ecco Vodaphone call center for 2 month.in smart village borg elarab.</u> <u>5. Work in my friend library helping him print scan sale pens books, supplies, brochures for 1 year in kafr saqr camp shezar.</u> <u>6. WORK IN SALES IN real ESTATE ONLINE for awhile about 2 month in Mostafa kamel royal company.</u> <u>7. Worked as cashier royal place caffe in kiloptra for 2 month.</u>