



## **Personal Info**

**Name:** Ahmed Nasr El-Melegy Ibrahim

**Email:** melegy2017@gmail.com

**Major:** Languages (English)

**Address:** Alexandria, mahmodia street

**Birthday date:** 26/6/1993

**Military Status:** Completed

**Phone:** 01225737160 – 01018373347

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## **Personal Statement**

I'm able to handle multiple tasks. I'm a dependable person who is great at time management. I have experience working as part of a team individually, fast learning, and being able to earn new skills to improve myself.

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## **Education**

Alexandria University – Faculty of Arte 2012-2016

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## **Experience**

- **Supervisor at Exceed Company 2020-till Now**
- **Agent with exceed company account technical support we 2017-2020**

Responsibilities:

- Manage the team to process all required target
- Handle all systems issues with my admin user
- Handle all cases that face my team
- follow up with the agent
- get all data and get information in Excel
- Interview with new hire agent
- Any other duties requested by the direct manager.

## **-History Teacher 2016-2017**

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### **Language Skills**

- Arabic: Native (Mother Language)
- English: Excellent

### **Skills Acquired**

- Very good with MS Office, word, excel, and outlook.
- Strong leadership skills
- Strong communication skills
- Self-Motivated, Loyal and ambitious.
- Like to work in a competitive environment.
- Well organized and able to work under stress.
- Flexible and reliable