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| Personal Data  |

 |
| Name | Mohamed Adel Youniss Khairy |
| Gender | Male |
| Date of birth | 1ST - January - 1980  |
| Country of Nationality | Egypt  |
| Address | 6 Ismail abaza st – Garden city - Cairo  |
| Country | Egypt  |
| City | Cairo  |
| District | Cairo  |
| Mobile: | 01270288884 - 01026625663  |
| E-mail | Mohamedadelkhairy1@gmail.com  |
| Marital Status | Married  |
| Military Status | Exempted  |
| Car owner | yes  |
| Education  |
| School | Frere Bab El-louk  |
| School Location | Cairo  |
| Degree | VERY GOOD  |
| Year | 1998  |
| Personal Skills | ABLE TO WORK UNDER STRESS WORKING CONDITIONS , PROVEN LEADERSHIP SKILLS .INTERACTIVE AND FAST ENOUGH TO LEARN NEW TECHNOLOGIES, ABILITY TO WORK IN GROUP OR INDIVIDUALLY ACCORDING TO THE JOB REQUIREMENTS  |
| University | Higher institute for developed Studies |
| Faculty | Computer sciences |
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| Degree | BSC  |
| Year  | 2002  |
| Grade | Pass  |
| Skills  |
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| Languages  | Francais , excellentEnglish, Excellent  |
|  | Arabic, Native  |
| Computer Skills  | familiar with vista, win xp. excellent in internet.  |
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| Job Applying for  |
| Job Type | Full Time |
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| Job Category(ies) |  Administration Public relations  Customer Services  |
| Work Experience  |
| Years of experience : |  17 years |
| Work Experience Details  |
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| 1. |  Job Title : | C.S – Operations – Quality control  | Employer | Edara |
|   |  From : | April - 2016  | To | August - 2021 |
|   |  Job :  | Motivate my team , solving the client complains .meet new Client ,did monthly reports ,supervise the workers and their attitude, handling the stuff attendance ,determine the time table .Operating management ( housekeeping – land escaping – maintenance – security dept. –  Co-ordinate between depts. Due to work flow ) |
|  |
| 2. | Job Title : | C.S senior executive  | Employer | Nola  |
|   | From : | October - 2014  | To | March – 2016 |
|   | Job :  | Handling the customer inquiries , supervise the orders , obtain the customer full satisfaction . |
|  |
| 3. | Job Title : | owner  | Employer | Ezzo rest.  |
|   | From : | september - 2012  | To | October - 2014  |
|   | Job :  | choose the stuff , determine the timetable .deal with the suppliers, deal with client ,supervise the workers and maintain their attitude. |
|  |
| 4. | Job Title : | C.S team leader  | Employer | Mobinil |
|   | From : | May - 2005  | To | october - 2010  |
|   | Job :  | Handling the customer inquiries. deal with points of sale ,manage departments .activate new lines , did daily reports |
|  |
| 5. | Job Title : | Admin  | Employer | Aly khalil for furniture  |
|   | From : | June - 2003  | To | April - 2005 |
|   | Job :  | Solving the workers complain , collecting checks , did monthly reports and filing the documents , handling the workers attending . |
|  |
| 6. | Job Title : | training  | Employer | Glory - tech |
|   | From : | July - 1999  | To | November - 2001  |
|   | Job description : | sale computers , maintain soft – hard ware , create networks .  |
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