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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 |
|  |  |
| Degree | BSC |
| Year | 2002 |
| Grade | Pass |
| Skills | |
|  | |
| Languages | Francais , excellent  English, Excellent |
|  | Arabic, Native |
| Computer Skills | familiar with vista, win xp. excellent in internet. |
|  |  |
| Job Applying for | |
| Job Type | Full Time |
|  |  |
|  |  |
| Job Category(ies) |  Administration   Public relations   Customer Services |
| Work Experience | |
| Years of experience : | 17 years |
| Work Experience Details | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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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