** Mohamed Adel Hassan Ali**

**Address : Sharqiya Governorate, Cairo, Egypt.**

**Mobile tell : 01003972078**

**Home tell : 01003972078**

**Email : Mohamedadel055@yahoo.com**

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| **Personal Information** | | |  | | | |
| **Nationality** | | | **:** Egyptian | | | |
| **Birth date** | | | **:** 22-06-1986 | | | |
| **Gender** | | | **:** Male | | | |
| **Religion** | | | **:** Muslim | | | |
| **Marital Status** | | | **:** Married | | | |
| **Military Status** | | | **:** Exempted | | | |
| **Education** | | |  | | | |
| **University Degree** | | | **:** BA Management Information Systems. | | | |
| **University** | | | **:** Higher Institute of Advanced Studies pyramid  (Advanced Academy). | | | |
| **Year** | | | **:** 2007 | | | |
| Mother tongue | Arabic | |  |  |  |
| Other language(s) |  |  |  |  |  |
|  | Understanding | | Speaking | | Writing |
|  | Listening | Reading | Spoken interaction | Spoken production |  |
| Arabic | Excellent | Excellent | Excellent | Excellent | Excellent |
| English | good | good | good | good | good |

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| **Work Experience** | |
| **Current job** | |
| **Job title** | • **Administrative development specialist third.** |
| **Employer** | • **Egyptian Organization for Standardization and Quality (EOS) Textile Lab.** |
| **From** | • January 2008 till Now. |
| **Job description** | • Writing reports and submitting them to the system. |
|  | • Obtain approval from the customer on prices  Before the start of tests. |
|  | • Working as Customer Service Coordinator. |

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| **Previous employment** | |
| **Job title** | • **Accountant and Administrator in textile lab.** |
| **Employer** | • **TEXTILE LAB SGS-EOS Egypt.** (Is the world's leading inspection, Verification, testing and Certification Company). |
| **Duration** | • January 2008 till 2011. |
| **Job description** | • Responsible for issuing quotation for the clients. |
|  | • Writing reports and submitting them to the system. |
|  | • Obtain approval from the customer on prices  Before the start of tests. |
|  | • Issuing original invoice on votis system. |
|  | • Start collecting the values of invoices. |
|  | • Working as Customer Service Coordinator. |

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| **Previous employment** | |
| **Job title** | • **Assistant storekeeper**. |
| **Employer** | • **Quartet of knitwear and textiles.** |
| **Duration** | • From July 2004 to December 2006**.** |
| **Job description** | • Registration the goods issued and received In the records of the company. |
|  | • Issuing original invoice on system. |
|  | •   Working as customer service. |

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| **Previous employment** | |
| **Job title** | • **SALESMAN.** |
| **Employer** | • **Energizer Company.** |
| **Duration** | • From January 2006 to December 2008**.** |
| **Job description** | • Marketing Electronic stones. |

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| **Computer Skills:** | \* MS Windows all its versions. |
|  | \* MS Office all its versions. |
|  | \* Navigation Internet. |

**Training**

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| Place | Provider | Course days. | Date | Course Title | S |
| Sharq Academy Applied Science Center | Sharq Academy Applied Science Center | 1  Month | 11/09/2007  To  11/10/2007 | Topics In Business Studies | 1 |
| SGS | SGS | 1  Month | 01/10/2010  To  01/11/2010 | VOTIS Program | 2 |

**All the Documentation Is Available Upon Request**