** 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  | 1Month | 11/09/2007To11/10/2007 | Topics In Business Studies | 1 |
| SGS | SGS | 1Month | 01/10/2010To01/11/2010 | VOTIS Program | 2 |

  **All the Documentation Is Available Upon Request**