(AHMED) BASSIONNI

CONTACT

📞 +201003687592

✉ Bassiunni_AB360@outlook.com

📍 Alexandria, Egypt

PROFESSIONAL SUMMARY

- With the support of my teams, I have been successful in turning metrics around for branches & stores. These successes came from having a better understanding of the brand and believing in it and trying always to be in harmony. I love what I do and I give 100% of what i should to my workplace.
- As committed team player with a passion for innovation and solutions. I have a proven ability to work effectively in line management and complex matrix work environments. My pragmatic solutions approach, commitment and commercial acumen have enabled me to support the delivery of organizational objectives by recognizing issues within a business and implementing strategies to overcome them. My ability to engage and build strong and sustainable relationships with my client groups is one of my strengths..
- i have done my (advanced double Diploma) in PC sciences , Computing accountancy and administration i have good skills in PC accounting , and i have worked as accountant in spinning and weaving factory for 3 years, and working in PC accounting for +5 years at all i worked in Infoysis technology as general manager assistant for 2 years.

SKILLS

- Networking
- Messaging Administrator
- Social Media , Social Media Marketing
- Microsoft Office
- Advertising
- Quality Control Analysis
- Digital Media
- Creative Direction
- System Analysis
- Marketing Communications
- Reading Comprehension
- Instructing
- Database Administrator
- Co-ordenating experiences
- Coordinate training
- Relationship Building
- Systems Evaluation
- Task prioritization
- Monitoring
- Operating Strategies
- Prioritization

EXPERIENCE

COMPUTER OPERATOR   Jun 2017 - Sep 2018
Infoysis technology

- Performed and oversaw daily operations task and maintenance of computer.
- Ensured timely backups of data.
- Monitored daily execution of the daily, weekly, and monthly batch jobs.
- Distributed reports/data files and needed.Helped automate operations tasks.
- Helped programmers and systems analysts test and debug new programs.
- Reviewed activities regularly to identify opportunities for improvement.
- Maintained the system's peripheral equipment, including loading operating materials.
- Monitored system for equipment failure or errors in performance.
- Coordinated efficient terminal and network use by overseeing the system's operation.

CURATOR AND HOST   Jan 2015 - May 2017
Water's Edge Gallery

- Review and hang artwork within gallery
- handle sales and delivery
- host and setup monthly events & public Relations
- Credit Plus & secure involvements
- Conceived, organized, and supervised major live arts and digital museum programs.

EXECUTIVE ASSISTANT   Oct 2012 - Dec 2014
Water's Edge Gallery

- Provide customer support service utilizing expert application/technical knowledge
- Manage and maintain teamwork load emails and TIMs for all AMP staff access to Online Systems
- Administration of practice websites via CMA/Vignette
- Co-ordinate and execute training sessions around subject expertise
- Coach for junior team members
- Be involved in special projects when required
- Minuting Social Club Committee meetings

RECRUITMENT RESEARCHER   Dec 2009 - Oct 2012
Ciklum

- Market research, Candidate search
- Pre-screening of candidates, resume reviewing
- Work with database, job boards
- Reviewed activities regularly to identify opportunities for improvement.
- Carried out high-quality [COC] work with little oversight.
- Reviewed incoming orders and assigned work for Job title to maintain demanding schedule.
- Evaluated human resources trends and prepared thorough reports to help senior managers make strategic operational decisions.

RESEARCHER   May 2007 - Nov 2009
Luxoft, Ukraine

- Full cycle recruitment process
- Recruiting IT specialists - QA and BA
- Maintained and updated files and records to support efficient reviewing operations.
- Studied remains from different time periods to determine their place in evolutionary theory.
- Conducting HR-interviews - considering (DTRs) Goals, objectives
- Represented social patterns and processes with [Software], basing information on visual, audio and physical records.
- Market investigation/research - PMS & Strategic alternatives
- Reviewed activities regularly to identify opportunities for improvement.

EDUCATION

(ADVANCED DOUBLE DEPLOMA IN PC)--- B-CH IN PC SCIENCE   May 2008
Tanta University , Egypt

Minor
Certified Net-functions Professional
Certified Microsoft officeOffice Adminstation Certified
Certified Database Administration Management, Methodology, and Process>
Social media marketing Management, Methodology, and Process> Collaboration software Management, Methodology, and Process>
Management, Methodology, and Process> Data Governance