

**Badr ELdin Muhammad  
Omar El\_Sayed  
Muhammad El\_Farran**



**PERSONAL DETAILS**

**Gender :** Male  
**Nationality:** Egyptian  
**Birth Date :** 1 March 1994  
**Marital status:** Single  
**Military service:** Final Exemption

**CONTACT DETAILS**

**Address:**  
Toukh – Qalyobia  
**Phone:**  
+2 (0) 01006307678

**Email:**  
[badr.elfarran7@gmail.com](mailto:badr.elfarran7@gmail.com)

**LANGUAGES**

Arabic – Mother Tongue  
English – Excellent

**OBJECTIVE**

Seeking an honorable full-time job at a well-based organization, which would enhance my skills .

**WORK EXPERIENCE**

● **AGYAD for shipping and cargo services at Port Said:** (from 12/2014-10/2016)

-Shipping officer: I was responsible for the shipments that we receive and sent to other companies

● **Gharib Integrated Oil Services** : (from 9/2019 - 8/2020)

-Accountant and Administrative affairs officer:

- 1- Make daily report about the daily work and company's cars movements.
- 2- Make the overtime sheet for the workers in sites for the monthly salaries.
- 3-Make check list for the cars before they go out and after their arrival.
- 4-Make Working schedule for the workers and make daily meal statement for the workers in sites.
- 5- Make weekly food order.

-Transport and warehouse:

- 1-Responsible for receiving and listing the stock.
- 2-Make reports for the stocks movements.
- 3-Make The orders for the needed inventory.
- 4-Responsible for the cars changing filters and oils.
- 5-Record the tool box inventory and revising it with the manager.

Accounting part:

- 1-Make a statement of emptying and paying bills.
- 2-Make a statements for the working custodies.
- 3-Make statement for the car moving records and for cars custodies.
- 4-Make settlements for movements and transportation Custodies.
  - **Bisco misr & Temmy's:**  
(from 3/2021 ...  
Sales representative.

**EDUCATION**

Bachelor's Degree of faculty of Commerce Banha University.

Grade ; Good

## **PERSONAL SKILLS**

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- Very high ability to learn, study
- Excellent presentation skills.
- Very high leadership skills.
- Highly motivated self-starter, used to working with minimum supervision.
- Well organized with a positive attitude.
- Team oriented, enjoy working with team projects sharing new ideas and producing optimal results.
- Outstanding ability in effectively communicating at various levels with individuals and groups, and proven record of excellence and dependability

## **COMPUTER SKILLS**

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1. Excellent operating systems manipulation win@95, 98, XP
2. Excellent office work (Word, Excel)
3. Excellent internet surfing skills; E-mail manipulation

## **REFERENCES**

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References available on request