

- Ahmed Lotfy Zakzouk
- ahmedlotfyz990@gmail.com
- **Cell Phone:** 01115345261
- **Date of Birth:** 1 Aug 1990
- **Marital Status:** Single

▪ **Education:**

- Faculty of Mass Communication, Cairo University.
Public Relations & Advertising Department.
- Graduation Year : May 2011
Grade : (75%)

▪ **Experience:**

Alwaly group “Admin Assistant”

11/2013

3/2015

Responsibilities:

- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Book travel arrangements

Danone Egypt “Sales”

6/2015

2/2017

Responsibilities:

- Selling products and services using solid arguments to prospective customers? •
- Performing cost-benefit analyses of existing and potential customers.
- maintaining positive business relationships to ensure future sales .

El Sewedy Electric “ PR (Visa Coordinator)

4/2017

5/2018

Responsibilities:

- Assist in processing visa forms and obtaining visas from foreign embassies and counsels
- Coordinate to obtain letters of invitations
- Assist and coordinate with Employees to get their Passports
- Maintain Visa information for all the employees
- Follow up visa procedures in a timely manner
- Make sure all required papers are available and updated

Al Magd group “warehouse coordinator “

7/2018

Present

Responsibilities:

- Receive, store, and issue supplies and equipment and compiles records of supply transactions, Verify that supplies received are listed on requisitions and invoices.
- Store and release supplies or equipment.
- Record the number and the kinds of supplies.
- Compile the records of the supplies and check the supplies from time to time
- Receive materials so distribute it to all stores at sites.
- Coordinate between all stores at sites
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Coordinate with logistics department to track and follow the shipments dates

- Invoices tracking with financial & purchase management

- Coordinate with suppliers

▪ **Career objective**

- Seeking position where I can make effective use of my knowledge & skills in public Relations and Advertising Field to meet the goals and objectives of the organization.

▪ **Key Skills**

- Very good Communication skills
- Excellent in computer skills, Microsoft Excel, Word , power point
- Excellent Arabic & English Language
- Be able to handle high volume workload with tight deadlines
- Highly capable of self-learning and understanding
- self-motivated team player and enjoying the team work
- Detail-oriented, efficient and organized professional

▪ **Certificates & Courses**

- I have successfully completed course for ICDL in NOV 2010 from Arabian Group.