



Mohamed ragab

I hope to join the company with you because of my experiences and increase my experience with the company



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El Maamura – Alexandria - Egypt

COURSES

- Course in booking airline tickets in (Amadeus system) from Arab Academy for science Tecnology
- Course in booking airline tickets in (Galileo system) from Travel port

LANGUAGES

- English : good
- Arabic : native language

HOBBIES

- Writing
- Sketching
- Photography

EXPERIENCE

Quality Company For Security And Guarding | August 2019 To Date

- Administrative Director From The Period 8/2019 To 7/2021.
- Promoted To Administrative Manager And Store Manager From The Period 8/2021 To The 12/2022.
- Period Promoted To Vice Chairman Of The Board Of Directors From 1/2023 To Date .

Ajaweed Al-khair Foundation | August 2018 To August 2019

- Administrative Director And Head Of Information And Assistance Department.

Media World Travel | Jan 2015to August 2018

- Religious Tourism Officer From 1/2015 To 8/2015
- Promoted To Religious Tourism Manager From 9/2015 To 12/2017
- Promoted To Branch Manager From 1/2018 To 8/2018

Oranos Company For The Import Of Ceramics And Sanitary Materials (Libya) | March 2014 To Jan 2015

- Administrative manager, stores and treasurer

Al Noor Company | Jan 2013 to August 2013

- Cashier

EDUCATION

Graduated from the faculty of law, Tanta University, Class 2012

SKILL HIGHLIGHTS

- Communication skills with employees and customers
- Attention to detail and quick wit
- Skill in using technology and applications
- Organizing appointments
- Resourceful management is an important tool
- Problem Solving
- Teamwork
- Organizational skills
- Diverse managerial skills
- Customer service
- Planning and research skills
- Budget management

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- **FUNCTIONAL DUTIES OF THE ADMINISTRATIVE DIRECTOR RESPONSIBLE FOR THE COMPANY:**
- Managing the company's budget and allocating its resources.
- Develop strategic action plans to achieve the company's goals.
- Strengthening research and development to promote business growth.
- Track trends and technology advancements to stay ahead of the competition.
- Interacting with customers and contacting the company's shareholders.
- Meeting with the public and participating in promotional activities.
- Ensure that company policies comply with legal and industry regulations.
- Monitor the company's progress and report to the CEO and Board of Directors.