











## Resume

### Personal details

-  Ahmed Mohamed Awad
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Alexandria
-  October 20th, 1990
-  Alexandria
-  Male
-  Egyptian
-  Married

### Skills

- Communication Skills ●●●●●●
- Microsoft Office Package ●●●●●●
- Customer Care & Handling ●●●●●●
- Reporting ●●●●●●
- Hard Cases Handling ●●●●●●

### Languages

- English ●●●●●●
- Arabic ●●●●●●

### Profile

I'm a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative.

### Education

Sep 2008 - May 2012

**Bachelor of Quality Control**

Academy of Specialized, Alexandria

### Employment

2012 - 2015

**Sales Supervisor**

MIDO (International Group OF Paints), Alexandria

- Responsible on collect the invoices from the vendors.
- Responsible on monitoring the Target of selling.
- Responsible on set the plan of distribution and managing the sales agents.

2016 - 2017

**Sales Supervisor**

Alexandria Distribution Company, Alexandria

- Responsible on collect the invoices from the vendors.
- Responsible on set the plan of distribution and managing the sales agents.
- Manage team and update the selling plan (Target Sales)

2017 - 2019

**Branch Manager Associate**

Faragella Group, Alexandria

- Manage Receiving processes of the Products.
- Responsible on Ending of day processes.
- Resolve Cashier issues if exist.
- Reporting the daily transactions to Sales team.
- Responsible on Goods Issue and Goods Receive.

2019 - Present

**Operation Manager**

Green Plaza Inn Hotel, Alexandria

- Managing booking processes.
- Managing the shifts of departments (Reception - Security - Kitchen).
- Responsible on purchasing hotel needs.
- Responsible on Maintenance processes that hotel need it.
- Responsible on Social Media advertising like Booking, Facebook and Instagram.
- Responsible on update the reports and deliver it to high management
- Responsible on Customers Relation Management