

Mohamed Saber

Business Administration

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☎ 012 0823 3201

📍 Alex, Egypt

Business Administration Hardworking, Talented In Critical Work and Skilled In Managing Team Assignment, Experience With Word Processing, Data Entry and Scheduling To Support Office Needs, Easily Adapts To Changing Needs and Deals Analytically With Diverse Administrative Issues.

Education

B.Sc. Business Administration.

Sep, 2018 – July, 2023

Faculty of commerce, Alexandria University.

Internships

Al Hosary Foodstuff Trading Company

Jul, 2017 – Sep, 2019

Work experience

Slasel Company for Imports and Exports

Jul, 2020 - present

- Perform Reception Duties Such As Answering Calls, Welcoming Visitors and Managing Emails In Line With Company Standards.
- Successfully Managed and Resolved Over +50 Customer Inquiries Per Week.
- Prepare Reports On The Above Information and Communicate The Insights Of These Reports To The Broader Business.
- Consult With The Management Team To Develop Long-Term Commercial Plans.
- Maintain High Standards Of Accuracy and Quality In Data Entry and Record Keeping.

Courses

ICDL Course

Oracle Financial Course

English Course

Hard Skills

Business Administration

Operations Research

Financial Management

Budgeting

Business Accounting

Personal Skills

Communications
Customer Care
Problem-Solving

Team Work
Decision Making
Dedication

Language Skills

Arabic: The Native Tongue.

English: Limited Working Proficiency B1.

Personal Information

Date of Birth: 12th Aug, 2000

Marital Status: Single.

Military Status: Permanent Exemption.