**C.V**

**Personal information:**

**Name\ Mohamed Emad Mohamed Saad**

**Birth of Date\ Dec 3,1987**

**Address\ 7 St Abnmasom , Bacos ,Alexandria.**

**Phone\ 01220058656 \_ 01025625722**

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**Nationality\ Egypt.**

**Marital\ Married**

**Religion: Muslim**

**The national number: 28709030201595**

**Conscription status: Military service has been completed**

**Position: Administrative Affairs Specialist**

**Secondary Education:**

**Technical Institute, Commercial (may 2006)**

**(2years system).**

**Section\ Division of Accounting.**

**Grade\ Good.**

**Computer Skills:**

**ICDL**

**Practical experiences:-**

**Work in the Engineering Company for Industries and Construction (SIAC) in the following projects:**

1. **New Alamein City Towers Project (LD-04), number (3) towers, from 2021 until now.**
2. **New Alamein City Towers Project (LD-07), number (2) towers, for the period from 2019 to 2021.**
3. **The El Alamein International University of Science and Technology project, from 2018 to 2019.**

**Languages: -**

**← Arabic: the main language**

**← English language: good reading, writing and speaking**

**Language courses: English**

**Skills: -**

**Skills in dealing with computer programs.**

* **Ability to work under pressure.**
* **The ability to lead the work team because I already practice it**

**Solving all problems in a creative way**

* **Managing the office and achieving the required as soon as possible with high efficiency**

**Proper organizational planning**

**The ability to make decisions at the right time**

* **The ability to accomplish all the administrative aspects of the project**