


PERSONAL INFORMATION

Amr Hamdi Ahmed

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Gender : Male | Date of birth : 27/06/1986 | Nationality : Egyptian
Marital Status: Single



PROFILE SUMMARY

To pursue a challenging position in a dynamic organization with the aim to:

- Contribute towards the organizational success by effectively applying my professional skills.
- Perform consistently to meet the organization's expectations, and achieve career growth and enhance my managerial capabilities and professional knowledge. I'm a self-reliable person & always eager to learn more as learning curve has no end.

KEY SKILLS

- | | | |
|---|--|---|
| • Recruiting. | • Self-motivated. | • Worked under pressure to achieve targets. |
| • Screening. | • Methodical approach to work. | • Multiplayer work role. |
| • Interviewing. | • Time Management. | • Excellent presentation skills. |
| • Communication Skills. | • Capable individual with growing goals. | • Motivation. |
| • Able to relate to people at all levels. | • Problem Solving. | • Resourceful and Proactive. |
| • Fast learner. | | |

EDUCATION

- Under graduate in Faculty of Commerce at [Mansoura University](#).
Business Administration Department.
Graduation Year: 2020.

WORK EXPERIENCE

- Office Manager at [Marasem PR & Event management in Hurghada, Egypt.](#)
(February 2016 to December 2016)

My responsibilities included:

- The job is multi-faceted but the primary role is to make it possible for other employees to function effectively and efficiently.
 - Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff.
 - Allocate available resources to enable successful task performance.
 - Co-ordinate office staff activities to ensure maximum efficiency.
 - Recruit and select office staff.
 - Organize orientation and training of new staff members.
- **Operations Manager at [Dynamic Racing Club in Hurghada, Egypt](#). (December 2015 to July 2016)**

My responsibilities included:

- Plan, direct and coordinate the operations of an organization.
 - Responsible for ensuring and improving the performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies.
- **Sales Supervisor at [KAMS Store in Hurghada, Egypt](#). (December 2015 to March 2016)**

My responsibilities included:

- Managing full-cycle recruitment for a host of assigned searches.
 - Responsible for the daily running of stores.
 - Entails activities to minimize costs while maximizing profits.
 - Ensures promotions are accurate and in compliance with company standards.
 - Making sure all staff are fully informed on the target for the day, and ensure that customer care is top priority.
- **Customer Advisor at [Vodafone Egypt in Cairo, Egypt](#). (April 2014 to February 2015)**

My responsibilities included:

- Inform customers about services that could suit them.
 - Suggesting products they may be interested in.
 - Putting them in touch with someone senior if they needed to.
 - Help in promoting the company.
- **Musician at [Intercontinental Taba Heights](#). (February 2011 to March 2014)**
 - **Sales Representative at [Etisalat Egypt in Mansoura, Egypt](#). (February 2009 to February 2011)**

My responsibilities among other include:

- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.

- Submits orders by referring to price lists and product literature.
- Provides historical records by maintaining records on area and customer sales.
- Contributes to team effort by accomplishing related results as needed.
- **Lecturer under Preparation & Contract Representative (Part time) at [Direct Marketing Group \(DMG\), Mansoura, Egypt.](#) (April 2009 to December 2009)**

My responsibilities among other include:

- Giving lectures in online marketing and direct marketing.
- **Sales Representative at [Arabia Academy for Maintenance Mobile and Electronics in Mansoura, Egypt.](#) (June 2008 to January 2009)**

My responsibilities among other include:

- Responsible for the sales representative schedules and tasks.
- Supervising to allocate customers and targets.
- **Musician at [Port Ghalib in Marsa Alam, Egypt.](#) (May 2007 to May 2008)**

COURSES AND SKILLS

Training & Certifications

Qualification	Year	Grade	University
English Conversation course	2013	Certified	New Horizon
ICDL	2009	Good	Mansoura University

Computer Skills:

- MS Office.
- Using Various Internet applications and websites.

LANGUAGES

Mother tongue(s) Arabic

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Very Good	Excellent	Excellent	Excellent	Excellent

Beginner in learning Dutch.