

Name: AHMED MOHAMMED SALEM

Job Title: DOCUMENT CONTROLLER

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E-mail: ahmed.acer.dammam@gmail.com

Nationality: EGYPTIAN

Date of birth: 20 - MAY – 1993

Marital status: SINGLE

education

- Graduate in Business Administration at Saudi Electronic University.

SKILLS

- **Language Skills:**
 - Arabic: Native Language
 - English: Good
- **Personnel Skills:**
 - Microsoft® Office programs.
 - Ability to communicate skills with different person patterns.
 - Endurance pressures work and accept the views of others.
 - For the sales field, I have an excellent experience

work experience

- **Company: Mister Mushroom From: February 2023 To: May 2023.**
- **Hotel Area: Ismailia**
- **Owner: Farm**
- **Position Retained: Order and Quality Control Officer**
- **Brief description of responsibilities:**
- **_Receiving orders from companies and preparing them with the best production and quality controller and responsible for the orders department**
- **Company: Banana Gift**
- **From: Mar 2022 To: Dec 2022**

- Location: Cairo
 - Owner: Point 90 mall
 - Position Held: sales and Cashier
 - Brief description of responsibilities:
 - Selling, decorating and preparing gifts to the satisfaction of the customer
 - Work and collaborate with the team
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- Company: Quality Control Services (QCS) From: Feb 2019 To: Aug 2020
- Location: Dammam, Saudi Arabia
- Owner: Saudi Aramco Company
- Position Held: Heat Treatment Technician.
- Brief Description of Responsibilities:
 - Controlling Machines and Processes
 - Maintain heat-treating logs for all pipes.
 - Perform incoming inspection prior to Heat-treat part.
 - Select and verify the Heat-treatment program.
 - Interpret chart paper.
 - Pick up and make appropriate action to resolve if there is any abnormal situation/condition.
 - Perform Multi-task.
 - Follow work instructions; comply with all quality requirements and safety rules and regulations during course of duties.
 - Maintain good housekeeping practices on machines and in work area.
 - Complete production paper work and systems transactions.

- Company: ADCOM Company From: Apr 2015 To: Dec 2018
- Location: Dammam, Saudi Arabia
- Position Held: Supervisor for Eastern Region Promoter
- Brief Description of Responsibilities:
 - Review all the sales reports which are received from my promoter.
 - Review, monitor and prepare the weekly reports and submit to division head.
 - Provide the full support to the promoters.
 - To make sure that ACER policy is implemented.

- Prepare Monthly reports for every promoter in my team.
- Attend monthly ACER meetings.
- Evaluating the promoter progress.

- **Company:** ADCOM Company **From:** Apr 2014 **To:** Apr 2015
- **Location:** Dammam, Saudi Arabia
- **Position Held:** Promoter for Acer product's
- **Brief Description of Responsibilities:**
 - To introduce the Acer product to the client
 - To give the full information about the product
 - To help the client to choose the right product as per his requirement

- **Company:** Alpha Medical Laboratories **From:** Mar 2013 **To:** Feb 2014
- **Location:** Dammam, Saudi Arabia
- **Position Held:** Marketing representative for a medical laboratory
- **Brief Description of Responsibilities:**
 - To achieve the marketing target
 - To get new clients for the laboratory
 - Creating weekly reports and submit to the manager
 - Monitoring and controlling all laboratories test.