

C.v.

Name : Mohamed Rady Mohamed

Mobile : 01114649939



Career objective

I am seeking a responsible position where by I can utilizes my educational Skills my academic Background in communication (information)field and my experience to establish a sound career achieve more progress and development in my professional life ,

Personal Data

Date of Birth : 1 / 2 / 1991
Place of Birth : Minia
Nationality : Egyptian
Religion : Islam
Marital status : Married
Address : Egypt - Minia - EL-Edwaa .
Gender : Male
Military Status : Exempted

Education

License of Arts - Foreign language **University** : Minia
Grade : good with Honors 72% **Dept.** : French language .
Education year : May : 2012
Diploma : educational Diploma from Bani Sowaif university 2014 .

Experience

Now I'm working a sales senior supervisor at Etisalat Global Service for 5 years
I have worked at customer service as a telesales agent for 2 years in Kuwait city
I have worked as a teacher in Aldiaa language School in Cairo .
I have already worked for queen Sharm Hotel as a receptionist and reservation
I have worked as a representative in company of Galaxia for tourism Otium Alolba hotel
from office Supervisor and supervision reservation

Languages skills

Arabic : mother language .
English : very good command of written and spoken English language
French : very good command of written and spoken French language

Courses Taken

- ICDL international computer driving license .
- English course in the Centre of English language learning Elmanara Academy .
- Pathways to higher education (PHF) Course .
- Development of thinking and managerial Skills .
- Behavioral approach in Minia University from 7 Feb. to Feb. 2010 with 75 hours of net training
- Wining Egypt course (training Seminar on proritrics.
- Management power on Concentration on Goals how to plan for your life) .

Tourism Courses

- A. Business English .
- B. Business writing .
- C. Presentation Skills .
- D. Project planning .

Skills :

- Excellent communication Skills .
- Excellent presenting Skills .
- Ability to learn new tasks quickly .
- Ability to learn alone .
- Ability to work for a long time .
- Ability to conflict Solution & negotiation .
- Working under pressure .
- Hard worker , punctual and reliable .
- Ability to work individually and as a co-operative team member .
- Creative .
- Having high ambitions to have more experience and skills .

Computer Skills

- Operating System . .
- Fidelio version 6.24 .
- Fidelio version 8.24 .
- Microsoft Office :
 - Excellent command of (Word – Excel – PowerPoint – Access) .
 - Excellent command of outlook .
 - Excellent command of internet .

References Available upon request.