

MOHAMED EL-ZOGHABY

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Experienced administrative assistant with strong organizational and time management skills. Proven ability to work effectively under pressure, as demonstrated by successfully managing a large project with a tight deadline.

EXPERIENCE

DATES FROM 2023 – TO 2023

PRODUCTION AND DEVELOPMENT SUPERVISOR, LECICO EGYPT

- Collect data and enter it in Microsoft Office programs.
- Lead Team and Workers
- Assign tasks to production workers and monitor their progress.
- Resolve production problems and issues.
- Work with other departments, such as quality control and engineering, to ensure that products meet standards.
- Provide training and development to production workers and Team.
- Oversee the production process and ensure that it is running smoothly.

DATES FROM 2022 – TO 2022

ADMINISTRATIVE ASSISTANT, LECICO EGYPT

- Scheduling appointments and meetings.
- Organizing and maintaining files and records.
- Performing other administrative duties as assigned.
- Providing administrative support for projects and tasks.

DATES FROM 2021 – TO 2022

TECHNICAL SUPPORT REPRESENTATIVE, TELECOM EGYPT

- Troubleshooting Technical Issues.
- Resolving Network Issues.
- Manage Multiple Cases at One Time.
- Handle Complaints and Some of Billing Issues.

EDUCATION

2016 - 2020

MANAGEMENT INFORMATION SYSTEM,

ALEXANDRIA ACADEMY OF MANAGEMENT AND ACCOUNT

Very Good With Honor

SKILLS

- Strong organizational Skills
- Time Management Skills
- Exceptional Communication Skills
- Interpersonal Skills
- Working Under High Pressure
- Problem Solving Skills
- Leadership Skills
- MS Office Skills

