

# Mohamed Abdallah Mohamed Mousa

Cairo - Egypt

01551007584 | Mohamed.Abdallah.0MA0@gmail.com

**in** <http://www.linkedin.com/in/mohamed-abdallah-4421b628b>

## Personal Details

---

- Date of Birth : 1/8/1999
- Marital Status : Single
- Military service : Temporary Exempted
- Phone : 01208430443

## Education

---

- **Faculty of Commerce / Arish University** 2017 - 2021  
Bachelor of Administrative Studies  
Good

## Experience

---

- **Belal Kassem - For Engineering & construction** 6/2022 - \_\_\_\_\_  
Executive Secretary  
-Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.  
-Receive and screen phone calls and redirect them when appropriate  
-Handle confidential documents ensuring they remain secure  
-Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders  
-Maintain electronic and paper records ensuring information is organized and easily accessible  
-Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages, etc.)  
-Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders  
-Proficient in MS Office
- **Hassan Allam Construction** 6/2021 - 4/2022  
Storekeeper Assistant  
-Handling, checking, receiving, picking, packing and storing of all incoming stocks.  
- Making sure that all inventory processes are completed on the same day.  
- labelling goods that have arrived at the warehouse.  
- Monitoring stock levels and performing cycle counting  
- Making Reports about the stock levels using Excel.

## Skills

---

- Critical Thinking
- Adaptability
- Reading comprehension
- Training & Development
- Teamwork
- Organizing and Time Management
- Team Building
- ICDL

## Languages

---

- Arabic - Mother language
- English - Good

## Objective

---

To obtain an entry-level Administration position at a respected organization and utilize the educational qualifications I've obtained at Faculty of Commerce