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| **Personal Information** |
| **Name** | : Mohamed Yousry Hamed Hanafe |
| **Nationality** | : Egyptian |
| **Date of Birth** | : 13/9/1988 |
| **Place of Birth** | : Giza |
| **Marital Status** | : Single  |
| **Military Status** | : ِExempted |
| **Contact Details** |  |
| **Address** | : EL Sheikh Zayed - Giza , Egypt |
| **Mobile** | : 01119994779 |
| **E-mail** | : Mo.yousryhamed@gmail.com |
| **Education** |

Bachelor of Commerce - Business Administration, Ain Shams University

Graduation Year: 2011

Accumulative Grade: Good

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| **Languages** |  |
| **Arabic** | : Mother language |
| **English** | : Well |
| **Computer Skills** |  |

* Adobe After Effects - Photoshop - Illustrator
* Microsoft Office (Word & Excel & Powerpoint)

# Work Experience

* **Senior Operation Manager at Compound Al Guezira Club House - Giza , Egypt.**

**From 2013 to Now**

Duties include:

* Solving customer problems.
* Management team work.
* Completion of new contracts for sports activity.
* Perform customers public relations for different events.
* Contributed to new ideas that led to major expansions in the club.
* Participated in developing marketing and advertising plans for the club.
* Full coordination between club members and management.
* Supervision of maintenance work.
* Organizing staff appointments.
* Supervision of maintenance work.
* Set club subscription price plans.
* Supervision of the security company and the company of cleanliness, and follow-up workflow.
* Able to give and receive constructive criticism.
* Attention to detail, adaptability, flexibility, communication skills, teamwork.
* Designing events advertising brochures and banners.
* **Operation Manager at Compound El Karma Club - Giza , Egypt.**

**From 2010 to 2013**

Duties include:

* Handle club clients and reception tasks.
* Perform customers public relations for different events.
* Designing events advertising brochures and banners.

# Training & Courses

* **Graphic Design Course from the Russian Cultural Center.**

**(Adobe After Effects & Photoshop & illustrator & InDesign) - Certificate in Soft Skills from DHL Company.**

* **Certificate in Human Resources from DHL Company.**
* **A training course in the art of preparing leaders.**
* **Certificate in ICDL from Ain Shams University.**
* **Training in Shell Egypt.**
* **English Course from Ministry of Tourism.**
* **Training Course at Human Rights - Field Training from Cairo University.**
* **Training Course at Human Resource Development from Cairo University.**

# Hobbies

* Reading.
* Travelling.

# Sports

* Football.
* Swimming.
* Diving.