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Objective

Secure A Responsible Career Opportunity To Fully Utilize My Training And Skills, While Making A Significant Contribution To The Success Of The Company.

Education

**Canadian International College Faculty Of Businesses Administrations [2018]
[Graduated With An Overall Grade Of Good]**

Experience:

Business Coordinator — { Flora Door } {Sept 2022} { Present }

- **Preparing Cost Management Plans For Each Project/Task In Order To Guarantee Maximum Profitability .**
- **Ensuring Customer Satisfaction**
- **Managing The Financial Operations**
- **Preparing Proposals And Decoration Plans For New Customers / Hotels**
- **Managing Floradoor.Com E-Commerce Website**
- **Communicating With Different Suppliers And Service Providers To Fulfil The Company's Needs**
- **Interviewing New Employees**

- **Monitoring Daily Operations Of E-Commerce Transactions**
- **Receiving And Processing Orders From National & International Customers**
- **Resolving Customer Inquiries Via Emails, Social Media And Phone**

Review & Purchase Admin – { Edfa3ly Company } {Nove2021} {Octo2022}

- **Research Potential Vendors**
- **Compare And Evaluate Offers From Suppliers**
- **Negotiate Contract Terms Of Agreement And Pricing**
- **Enter Order Details (Vendors, Quantities, Prices) Into Internal Databases**
- **Track Orders And Ensure Timely Delivery**
- **Review Quality Of Purchased Products**

Auditor Accountant—{ El Safa For Medical Supplies } {Jaun2022} {Sept2022}

- **Verifying Documents, Figures, And Account Details For Auditing**
- **Evaluating Figures, Accounts, And Statements With Other Auditing Clerks, Internal Auditors**
- **Compiling And Presenting Findings In Written And Verbal Forms To Senior Members Of The Auditing Team**
- **Supplying Invoices And Recording Them On The System**

Customer Support Shift Leader — {Etisalat} {Octo2020} {2021}

- **Support In The Total Sales Of The Branch.**
- **Manage The Time Plane Between The Employees To Make Sure Of The Absenteeism Rate And The Service Level Of The Branch.**

HR Trainee — { Falcon International School } {2018} {2018}

- **Manage The Employee Time Sheets.**
- **Apply Deductions And Exceptions To Employees As Per The Process And The Guidelines.**

Accounting Trainee – { Falcon International School } {2018} — {2018}

- **Calculate And Collect The Annual Price For Joining The School For Each Student Depending On The Case.**
 - **Report The Collected Amounts On The System.**
 - **Help With The Prorated Payments And Schedule Them With The Parents.**
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TECHNICAL SKILLS

- **Proficient Use Of Microsoft Office Programs**
 - **Advanced Knowledge Of Computer Hardware & Software**
 - **Online Research**
 - **Adobe Photoshop Basics**
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INTERPERSONAL SKILLS

- **Excellent Knowledge Of Both Spoken And Written English And Arabic.**
- **Communication**
- **Presentation**
- **Leadership**
- **Critical Thinking**
- **Adaptability**
- **Self-Learning**