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**Mahmoud**

**Mahmoud.147606@2freemail.com**

**Personal information**

* Date of Birth : 14/11/1990
* Nationality : Egyptian
* Present Address : : Dubai United Arab Emirates
* Languages Ability : English, Arabic
* Driving Licenses : Dubai
* Marital Statue : Single

**Objective:**

Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today’s changing work environment.

**Educational Qualifications:**

College of International Transport and Logistics "Arab Academy For Science Technology & maritime transport "

Graduation grade : V good ( 3.2 \ 4 )

**Skills**

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| * Listening, Nonverbal Communication, Clarity and Concision, Friendliness, Confidence.
* Empathy, Open-mindedness, Respect, Feedback, Picking the Right Medium.
* Acting as a team player, Flexibility is a valuable asset.
* Effective communication is paramount, Problem-solving skills and resourcefulness.
* Accepting feedback and applying lessons learned , Creative thinking.
* Knowledge of computer hardware, Windows installation and software.
* Good observation skills to find and solve isthe Major factor.
* Ability to access company needs and priorities.
* Excellent team motivation, management Skills.
* Fast learning for new Technology and their applications.
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**Work Experience**

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| **Mar 2014 –Jan 2015****Teller at Money Exchange company in Egypt.****Job Responsibilities:*** Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
* Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
* Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
* Enter customers' transactions into computers in order to record transactionsand issue computer-generated receipts.
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| **April 2015-Mar 2016****Sales at Sohib Shop For Oud and Perfumes in Egypt.** |
| **Job Responsibilities:*** Find out the customer's needs.
* Answer customer queries regarding the store and the merchandise.
* Handle more complex customer problems and inquiries.
* Assists with training new Lead staff.
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| **Mar 2016 \_ Jan 2017****Sales at Flash center for Woman needs****Job Responsibilities:*** Greet customers.
* Find out the customer's needs.
* Recommend, select and help locate the right merchandise.
* Describe a product's features and benefits.
* Arrange and display merchandise.
* Schedule sales activity.
* Develop and maintain a customer database.
* Develop and maintain sales and promotional materials.
* Take stock inventory.
* Requisition new stock.
* Ensure customer service satisfaction and good client relationships.
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