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**Mahmoud**

[**Mahmoud.147606@2freemail.com**](mailto: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. |

**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. |
| **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. |
| **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. |