**First Name of Application CV No 1646046**

Whatsapp Mobile: +971504753686



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**Experience:**

**2009 – 2016 Business Owner. Calypso Fruit Smoothies & More in Quincy, MA.**

-Managed the sales and operations of the store. Balanced end of day cash registers. Trained cashiers. Processed and paid all bills and deposit daily cash sales.

**2003 – 2008 Business Owner. Beachmont House of Pizza. Revere, MA.**

-Managed the sales and operations of the Pizza shop. Making the sales plan every month. Created work schedule of the workers. Processed payroll.

**2000 – 2002 Co-Founder/Business Owner. Al-Alamia for Import & Export. Egypt.**

-Exporting merchandise to Greece. Created paperwork for customs. Processed and reviewed Bank paperwork for payment process. Planned the logistics of the products. Created deals with the buyers. Researched and find the merchandise at remote locations for top quality products.

**1997 – 1999 Export Manager. Sakar Trade for Import and Export Co. Egypt.**

-Created or overviewed all customs and bank paperwork. Approved merchandise and give instructions on how to create logo and customize the product according the customers request. Planned the logistics of all products or merchandise. Finalized all contracts after following up with clients.

**1994 – 1996 Import and Export Manager. City of Alexandria, Egypt.**

-Buyer for the four branch in Saudi Arabia for supermarket and commercial warehouse. Create Logo and packaging. Did all the inspections and followed all the customs rule and regulations. Create all paperwork regarding the logistics of merchanside. Deal with insurance company and Bank paperwork for processing the payments.

**Education:**

**2008 Class A with Passenger Endorsement. NETTTS in Massachusetts, USA.**

**1998 Computer Certificate. The European Masters Academy in Alex, Egypt.**

**1994 Bachelors Degree of Social Work. Alexandria University, Egypt.**

**Skills: Microsoft Office: Excel, Word, Outlook Express, WordPad, Internet Explorer, Bilingual (English/Arabic).**