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| picpic | **Mobile** **+971505891826****E-mail** ahmed.345321@2freemail.com  |
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Ahmed

Professional

Experience

Education

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| **Bachelor of Arts****2007-2011 Egypt**(Alexandria University , **Faculty of Arts** – Sociological Department )A graduate of the department of Sociology; Accumulated grade “Good”."**Human Resources Specialist"** Certified including: Organizational Behavior, Stress Management, Calculating HR Metrics, Salary Structure, Man power planning, Performance Management and Appraisal.**2013 December up to Present****PAN EMIRATES HOME FURNISHINGS, LLC**Pan Emirates Home Furnishings LogoWorking as **Showroom In Charge/Duty Manager.** **Job Responsibilities:*** Achieving sales budget.
* Maintain high retail standards.
* Handling customer queries in tune in PAN Emirates policies.
* Managing team members in regard to sales, excellent customer service, staff discipline, staff weekly sales report identifying the strengths and weakness of staff, training the staff on product knowledge and department operations.
* Planning of stock to hold and display in coordination the MCD and VMC and ensuring proper utilization of retail floor space.
* Ensuring proper coordination between the warehouse and showroom.
* Self development to be more skilled and result oriented person.
* Product reports and competitors activity-market survey.
* Coordination with managers and retail operation manager.

**2012 May – 2013 December**Worked as**"Logistics Coordinator"**. **Job Responsibilities:*** Assist Logistics Manager in preparing logistics plans.
* Handling the process of transporting the local purchases from suppliers to warehouse or other customers by receiving the order of availability of a certain product paid for and waiting to be picked up and get it from there to be delivered.
* Revising the warehouse documents that shows the data (name, quantity, and production and expiry date) of each day to make sure that the delivered items with their specifications are the same as the sales orders prepared by customer care which comes from the customers and report about differences in names or quantities for quick response.
* Working through the day and follow up with drivers by phone calls to see if they are facing any problems when an important order is being sent and taking actions about any problem a driver is facing in any company.
* Comparing requested and actual deliveries every day and send actual delivery reports to the sales department and the customer care dep.

**2011 October – 2012 May** **"Vodafone"**Worked as **Corporate Senior Sales**imagesCA11OOM6**2006 – 2011 September****"Compu Doctor"** for computer maintenance and accessoriesWorked as a **"Technical Support"** **Job Responsibilities:*** **Technical in computer software (Especially Microsoft Operating systems), hardware.**
* **Network management and all the Troubleshooting related to them.**
* Fixing any computer problems (Hardware & Software).
* Establish networks, and manage it in both hardware and software**.**
* http://www.i-c.co.yu/pix/ECDL_logo1.jpgICDL Certified.

Qualification andComputer Skills* Proficient user of MOS windows ( Win XP, Win me, Win Vista, Win 7)
* Proficient user of Microsoft Office ( 2003, XP, 2007, 2010 )
* Proficient user of internet tools and applications.
* Attended General English Course & Preparing to get TOEFL (IBT).
* Preparing to get Human Resources Manager Course.

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 | Arabic : Mother tongue. LANGUAGESEnglish: Excellent spoken, read, and written. |
| Date of Birth: 09 October 1989Nationality: EgyptianGender: MaleMarital Status: SingleMilitary status: Exempted  |
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Personal

Information