**Curriculum Vitae**

***It’s an honor for me to introduce this C.V. with my personal information to apply to work in your group as an employee contributing in the development of this corporation.***

**Personal Information**

**Name: Elsayed**

**Nationality. : Egyptian**

**Date of Birth. : March, 25,1988**

**Place of Birth : Giza - Egypt**

**Sex : male**

**Marital Status : single**

**Religion : Muslim**

**Military Statue : Final Exemption**

**Elsayed.364368@2freemail.com**

**Objective**

**Work in a challenging environment in a business company or organization in the Computer & network field, maintenance, sales, fundraising or training where I can utilize my capabilities to advance in my career.**

**I am self-motivated, ambitious and eager to learn. I am a responsible individual with strong communication skills and work ethics besides being creative, focused and highly determined. I am willing to take responsibility and work independently. At the same time, I can work well in teams.**

**Looking for both personal and professional growth makes me capable of working confidently under pressure. Being bilingual gives me the chance to function efficiently in both English and Arabic. My background and growing up experience has given me a deep insight in the culture and society together with a wider scope in the world of business.**

**Education**

**. Bachelor of Law**

**Ain shams university**

**Grade : Good – year 2009**

**Languages**

**English : very good**

**Arabic : Mother Language**

**Computer Skills**

**- Multi Computer user**

**- Microsoft office 2007**

**- Handle some software issues**

**Typing Skills**

***English :* VeryGood**

***Arabic :* Mother Language**

**Work Experience**

* ***From January, 27,2015 till now***

***Working in Emirates leisure retail Company – Costa coffee brand - UAE***

***Duties include:***

**- opening shift , closing , handle the cash , display the items , making coffee , making daily reports such as “ DSA,RGS ,Action plan , ordering , receiving , … etc.**

**Training the new joiner , and running the shift as in charge.**

**Barista maestro**

* ***From February, 2014 until January, 2015 in ETISALAT EGYPT Company as customer service agent***

***Duties include:***

**- customer service agent , receiving calls from the customers that had some problems in them SIM , solve the problems using the system , using programs and applications like ( CSS – CX - m3lomaty application…….etc.**

* ***From October 2013 until January 2014 in Hilton Hurghada Resort Company***

***Duties include:***

**- Handle the shift in a station , receiving the guest from the door to the table , ask the guest about his drink and his preferring food , reset up the tables ready for next guest , opening shift , and closing , helping the guest during having the meal , good knowledge about five stars service and hospitality, handle conference rooms , setup coffee breaks.**

* ***From may 2010 until June 2011 as General Secretary of United for Architecture and Construction( A.U.C )***

***Duties include:***

**Arrange the dates , meet the customers , arrange and write the official letters for the companies, and government agencies , attending tenders , collecting checks payable for the company , doing bank deposits.**

# Training & other courses

**- Certificate in the ICDL under supervision of the Ministry of Communications Egypt**

**- Certificate in development skills of workers in the tourism sector under the supervision of the Egyptian Ministry of Tourism**

**- Experience Certificate of Hilton.**

**- Certificate of experience in the secretarial field for one year**

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**Hobbies**

**● writing poetry, songs**

**● Reading , singing**

**Sports**

**● kung fu , running**