**Mohamed**

**Mohamed.372747@2freemail.com**

PersonalInformation:

Date of Birth : 01/09/1994

Place of Birth : Cairo

Marital Status : single

Nationality : Egyptian

Objective:

looking for an opportunity to join your honored company , to increase my skills, to develop my field experience in the actual field life, to enhance my communication skillswith*,* customersand workers .

Academic Qualification:

Secondary Emirati Education

Degree: 89.9 %

Year : 2012

Studied for 3 years in Factualy of commerce in Cairo Univeresity but not complete

Language Skills:

English **:** good (written and spoken)

Arabic : mother tongue.

Computer skills:

 Microsoft office: Good (word, excel, and power point).

 Internet skills: excellent

* Note : I have Emirates driving license (Automatic )
* Career experience:
* 1 – Worked as secretary (sending & receiving emails and contacting with customers & Suppliers , making invoices & data entry ) for 4 years in golden tape industries in Dubai
* 2- worked as sales man for 2 year at golden tape industries in Dubai
* 3- worked for 3 years as Representative ( documents clearance at governmental entity)
* 4- worked as supervisor for 1 year at Mushroom resturant in Egypt
* Soft skills:
* Self learning
* Communication skills.
* Leadership skills.
* Presentation skills.
* Working under pressure.
* Time management.
* Problem solving.

***Thanks and I will do my best to get the trust***