**Ahmed**

**Ahmed.373201@2freemail.com**



* **EDUCATION:**

**-School:**Hadayk Al Maadi ExperimentalSecondaryLanguage School.

**-University Degree:**Ain Shams University- Faculty of Commerce.

**-Major:**Business Management.

**-Grade Point Average(GPA):Good.**

* **PERSONAL DATA:**

**-Date of Birth:** 18/12/1989.

**-Place of Birth:**Cairo – Egypt.

**-Religion:**Muslim.

**-Marital Status:**Married.

**-Military Status:**Exempted.

* **COMPUTERSKILLS:**

-Well-acquainted with: XP,Vista, WIN7, WIN 8.

- MS Word, MS Excel,MS Power Point, MS Outlook ,MS Access.

- Internet Browsing and E-mailservice.

 -Working knowledge of Most Windows Operating System.

* **EXPERIENCE:**
1. **Ben Laden Group In KSA**
* **Job description: Document Controller senior.**
* **Department: Document Control Management.**
* From:2011.Till:2016.
1. **Raya Contact Center (Etisalat Project)**
* **Job description: Call Center Agent.**
* **Department: Etisalat Company Project.**
* From:2017 until Present.
* **LANGUAGE SKILLS:**

Arabic: Mother tongue.

English: Very good command of both written and spoken English.

* **FUNCTION SKILLS:**

**Basic Skills: High presence, Acuteness, Hard worker, Meeting deadlines.**

**Communication skills: Good team spirit, Diplomatic, Sociable.**

**All references are available upon request**