

Mohammad Swilem

DOB: 31st January 1988 Marital Status: Single Nationality: Egyptian

**swilem.ca@gmail.com**



**Business Administration Professional**

Organized, orderly, responsible, practical, dependable and reliable. Always prepared, service-oriented, helpful and trustworthy. Completes tasks on time with a strong belief in policy and procedure, as well as respecting authority and rules. Patient and cooperative, people oriented and relates well to others. Enthusiastic and stimulating, sensitive to the needs of others, supportive and empathetic. Ethical, honest, sincere, and optimistic team player.

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| **Core competencies:** | |  |  |
| Fluent in English & Arabic | |  | Valid UAE D/L |
|  | Counseling & Guidance |  | Outstanding Communication |
| Collecting & Classifying Data | |  | Skills |
| Setting up & Following | |  | Professionalism & Productivity |
|  | Procedures |  | Multitasking Aptitude |
|  | Evaluating & Expediting |  |  |

**Computer Skills:** Proficient in Microsoft Windows, Microsoft Office, Mac OS X.



**Education**

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**Bachelor in Information Technology - Application**

**Development for Commerce and Industry.** [2009]



**International General Certificate of Secondary Education.** [2004]

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**Experience**

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**Tim Hortons, Toronto, Canada [2009 - 2011]**

* Customer Service

**Leader Courier, Toronto, Canada [2011 - 2013]**

* Courier

**Al Futtaim Motors, Dubai, UAE [2014]**

* Sales Executive

**References Available upon Request**