**Mahmoud**

**Mob:+971-505891826**

**E-mail:** **mahmoud.378398@2freemail.com**

ـــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ

**Objective :**

Looking for the job that offers personal growth opportunities for contributing to the growth of the organization.

**Profile :**

* Dedicated to the assigned job.
* Sincere, honest & possess friendly nature.
* Eager to learn more & more.
* Able to work under pressure.

**Personal Data :**

**Date of Birth**: 01/04/1980

**Place of Birth** : Alexandria

**Sex :** Male

**Nationality** : Egyptian

**Religion** : Muslim

**Marital Status**: Married

**Languages Known**: Arabic & English

**Permanent Address** : 25, Ibrahim El Attar Street, Zizinia, Alexandria- Egypt

**Courses:**

* Diploma in sales and marketing

**Work Experience:**

* **Working at Global Company for cars as customer service for two years.**
* From 2006 Till Now Owner&FounderNeTJeT Company for integrated solutions, import & Export.
* From 2006 Till Now Sales & Marketing ( Computer – Mobile Phones – Real State – Copy Machines – Electrical Devices - Agricultural machinery–Apparel –Tools and kitchen appliances – Toys - Etc.).

|  |  |
| --- | --- |
|  |  |

* From 2006 Till Now maintenance and repair computer software & hardware.
* From 2002 Till 2009 maintenance and repair mobile phones software & hardware.
* From 2008 Till 2010 Owner&Founder(Egyptian Arab academy ) for Computer & Languages courses.
* Experience all the administrative affairs office and secretarial (More than 16 years' experience in secretarial and administrative work (for all secretarial work print Arabic and English) + possibility translator to reply to all books, correspondence and sending faxes and emails and work contracts and quotations, orders and coordinate files and work filling system + knowledge of the affairs of human resources and personnel files + preparation and processing of tenders.
* Clear all government transactions, embassies, consulates and customs

**Computer Skills:**

* Operating System Windows XP,7,8, 10.
* Microsoft Office 2003, 2007, 2010, 2013.
* Internet.
* Data Entry.
* Setup Software & operating system Windows XP,7,8, 10.
* Maintenance hardware
* Upgrade Computer's hardware.

**Language Skills**

* Arabic : Native
* English : Excellent (Writing ) , Very Good ( Speaking )
* Italian : Fair

**I hereby confirm the Correctness of the above furnished particulars.**