

Ahmed Mohamed Hamdi Rashed

Cell phone : +966 552612593

Email: ahmed.mohamed.hamdi@gmail.com

LinkedIn profile : www.linkedin.com/in/ahmed-hamdi-7874229b



Career Objective :

Seeking a challenging position in a reputable multinational organization where the climate to learn and diversify my knowledge. Place where I can utilize and strengthen my study and interpersonal skills could be recognized, applied and improved in the achievements of the goals of the organization as well as mine.

Education :

- A Graduate of High Institute for Computer and Information systems (HICIS), Bachelor degree of Management Information Systems Department.
- General Grade: Good.
- Year of graduation: 2012.

Professional Skills :

➤ Personal skills :

- Teamwork capability.
- Able to work under pressure.
- Fast learner, hard worker .
- Good PC Knowledge .
- Good presentation skills .

➤ Languages skills :

- **Arabic:** Native Language, Excellent in speaking, reading and writing.
- **English:** Secondary Language, Good in speaking, reading and writing.

➤ **Computer skills :**

- Excellent user of windows (10,11) .
- Good user of MS Office, Excel (2010, 2014,2020) .
- Excellent user of Internet Applications .

➤ **Work Experience :**

1 - I work as a Customer Service Representative at Aswaqbaldna Magazine for advertising for 6 months .

2-Sales indoor at Wood & Plexi Office Furniture Gallery for one year .

3- Administrative Coordinator , Personnel Officer, Storekeeper and sales indoor at Raseel Al Khair for General Contracting Company in Saudi arabia for 3 years .

As a Personnel Officer, responsibilities included:

- Renewing residency permits (Iqama) for employees.
 - Renewing licenses and permits related to the company's operations.
 - Arranging accommodation and meeting the daily needs of workers.
 - Deploying workers to various job sites as required.
 - Booking flight tickets for employees for business travel and vacations.
-

4- Sales indoor and customer service at We company from 2019 until now.

Personal Information :

Date of Birth : 15th April 1991. **Place of**

Birth : Alexandria – Egypt

Nationality : Egyptian.

Residence : Alexandria

Gender : Male

Marital status : Married

Military status: Final exemption from Army