



**MOSTAFA MOHAMED
MOSTAFA**

QUALIFICATION

Bachelor of specification studies
Business administration department
Grade : Accepted
Graduate : 2017

OBJECTIVE

A Bachelor of Business Administration graduate with over 10 years of experience in sales and customer service. Currently seeking a new career opportunity where I can apply my strong organizational skills, attention to detail, numerical ability, and excellent communication. Known for being a fast learner, a team player, and highly adaptable to different work environments. Eager to join a dynamic team that offers opportunities for professional growth and development.

PERSONAL INFORMATION

Date of Birth: 16/3/1994
Phone: 01097222236
Address : Ard Aziz Ezzat , Embaba,
Giza
Mail : bika.tika553@gmail.com
Gender: Male.
Nationality: Egyptian.
Religion: Muslim.
Marital Status: Single.
Military Status: Finished.
Passport : Valid

ACHIEVEMENTS & AWARDS

- Certificate of Appreciation for Best Salesperson

SKILLS:

- Basic accounting knowledge from academic studies
- Proficient with Microsoft Excel and basic computer skill
- Strong attention to detail and organizational abilities
- Excellent communication and customer service skills
- Ability to work under pressure and as part of a team

PREVIOUS EXPERIENCE:

Assistant Manager (Activ Abo Alaa) 2016 - 2024

- Supported daily store management and staff supervision
- Organized inventory and stock displays
- Assisted with customer service activities

Waiter (Spectra Restaurant) 2013 - 2015

- Took and served customer orders
- Maintained cleanliness and customer satisfaction

Sales Assistant (Ra'aa Sport (Adidas Brand)) 2011 - 2012

- Assisted customers in product selection and purchase
 - Managed cash register operations
 - Maintained organized and clean store environment
- Worked effectively with team to achieve sales targets

COMPUTER SKILLS

- Good knowledge in using Windows XP, 7, 10.
- Good knowledge of surfing the internet.
- Writing in Arabic and English.

LANGUAGE SKILLS

- Arabic: Excellent.
- English: Writing, Reading, and Speaking Intermediate



