



Mohamed Abdou Elderginy

Chairman Office Manager, CEO Office Manager Properties Assistance Manager

SKILLS

- ❑ **CHAIRMAN Office Manager FDM from 2015 till Oct. 2021**
- ❑ **Front Office Manager CEO Since 2015 till Oct. 2021**
- ❑ **Family Properties Al Rajhi Al Arabia & Al Rajhi Real Estate Companies Oct 2021**
- ❑ **Dr-Café Coffee Acting Store Licenses from 2011 till Oct. 2021**
- ❑ **Location Acting Manager all over Kingdom from 2015 till Oct. 2021**
- ❑ **Assistance Administrative Manager from 2013 till Oct. 2021**
- ❑ **Collect Rent In-Charge from 2014 till Oct. 2021**
- ❑ **Executive Secretary from 2010 till 2014**
- ❑ **Customs Clearance from 2014 till 2016**

Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics .

Organizes work by reading and routing correspondence, collecting information and initiating telecommunications .

Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences and travels .

Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries .

Maintains customer confidence and protects operations by keeping information confidential .

Prepares reports by collecting information's.

KEY SKILLS: Administrative Writing Skills, Reporting Skills, Supply Management, Scheduling, Microsoft Office Skills, Professionalism, Confidentiality, Organization, Travel Logistics, Typing and Verbal Communication.

EDUCATION

- **Faculty Of Education English Department**

COURSES

- ICDL American University
- Certified Professional Trainer in English Language American University
- Certified Professional Trainer in English Language British University
- ICDL V5 Course American University.
- IBI
- ICDL
- COLLEGE OF VETERINARY MEDICINE, ALEXANDRIA UNIVERSITY.
- HOLDING COMPUTER COURSE APPROVED FROM THE REPUBLICS CULTURE OF SCIENCE AMERICAN UNIVERSITY.

SKILLS

MS WORD

WORK UNDER PRESSURE

MS EXCEL

INTEGRITY AND CONFIDENTIALITY

TEAMWORK

PHOTOSHOP &

CREATE PUBLIC RELATIONS

MS POWERPOINT

☎ **0544293478**

✉ Mohammed.samy807@gmail.com

🌐 67524 Riyadh 11566

📍 Olaya , Riyadh

❤ 37 years old

PROFILE

I have been worked in Yousef Sulieman Al Rajhi Group Holding Since JAN 2010

- a. Dr.Cafe Coffee Company
- b. Real Estate Company
- c. Al Rajhi AL Arabia Company
- d. International Restaurant Company
- e. Dajen Company
- f. 357 Project management Company
- g. ECC Company
- h. GDC Company
- i. B2B Company
- j. Green Box Company
- k. First Economic Company Factory
- l. The Coffee Shop
- m. Etc.....

LANGUAGES

- Arabic : Fluent
- English : Fluent

HOBBIES

- Traveling
- Football
- Reading
- Table Tennis

finally I am looking for a professional work to achieve my ambitions, strengthens my abilities and my experience , I will proved myself to your excellency at any good position you deem appropriate for me and my experiences.