

**Curriculum Vitae**

**Personal data:**

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| Name: | **Moaaz Nageh Mahmoud Abdullatef** |
| Date of Birth: | 24/6/1986 |
| Social status: | Married |
| Military service: | Postponed |
| Mobile1: | 0505491463 |
| Mobile2: |  |
| E-mail: | mouaz.nageh@gmail.com  |
| Education: | Graduate of the Faculty of Social work  |

**Career Objective:**

Seeking a challenging representative position in a professional organization.

**Experience:**

**KSA:**

Working with **Rezayat Co. Ltd** on the Royal Commission Project as Document Controller since 5/2021 till now.

Working with **Rezayat Co. Ltd** on the sadara chemical company Project as Document Controller since 4/2019 till 4/2021.

Working with **Rezayat Co. Ltd** on the Petro Rabigh Project as ID Admin since 11/2017 till 3/2019:

PRC ID Vehicle Sticker Heavy Equipment Sticker

Working with **Rezayat Co. Ltd** as Maintenance planner since 9/2017 till 11/2017.

**Egypt:**

Working as back office team Leader in **FX stations Company SMART TRADING**, since 11/2015 till 7/2017.

Working as Marketing Research on Social Media in **FX stations company SMART TRADING**, since 7/2015 till 10/2015

Working in **Te data** customer service agent since 1/2015 till 6/2015.

Working in **Vodafone Egypt** customer service agent 11/2013 till 12/2014.

Working as sales in **Raya Electronics Company** since 1/2012 till 5/2013

**Responsibilities:**

* Manage and priorities team work schedules to ensure upload targets are met seamlessly on a weekly basis.
* Collaborate with managers in achieving daily activities.
* Establish targets to monitor both team and individual performance and track success.

**Soft Skills:**

* Highly Communications Skills.
* Ability to work in a group or individually according to the job requirements.

**Language skills:**

Good Command of ENGLISH Spoken and written.

**Certificate:**

* **Intel** Learning Program.
* **ICDL** certificate – Successfully passed all the units required to obtain an International Computer Driving License.
* Successfully completed the requirements of multimedia-based diploma on **KiT Education Center** with this details:
* Introduction to 3D Max.
* Adobe Photoshop CS4.