

# Ammar Mohamed Kamel Megahed

## Training Coordinator

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- Nationality : Egyptian
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- Marital Status: Married
- <https://www.bayt.com/ar/mycvs/>

## Education.

Bachelor's degree (2008) ,

- Faculty of commerce : Accounting & Business Administration.
- Mansoura University - Egypt

## Skills.

- Ability to work in groups.
- Ability to Work under pressure
- Good Research Abilities
- Self-Motivated
- Good communications with people
- Good computer and Internet skills
- A desire to achieve results.
- Good correspondence and communication skills.

# Work History

- Training Coordinator:

**(From February 2013 until now)** : Saudi Diesel Equipment Co. , Khobar , Eastern Region.

- Gather feedback from trainers and trainees after each educational session.
- Maintain updated curriculum database and training records.
- Manage and maintain in-house training facilities and equipment.
- Research and recommend new training methods.
- Proven work experience as a Training Coordinator, Trainer, Training Facilitator, or similar role
- Adequate knowledge of learning management systems and web delivery tools
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Advanced organizational skills with the ability to handle multiple assignments.
- Strong communication skills
- Experience with E-Learning development solutions,
- Experience with online programs : MS Teams & Zoom for online training issues .
- Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed.
- Design, prepare and order educational aids and materials.

- HR Coordinator :

**(From January 2010 until Feb 2013)** : Food world trading Co. , Dammam , Eastern Region.

- Supervise the recruitment process by posting / advertising jobs, collecting and evaluating applications, and checking references,
- Conducting interviews with candidates and supervisors,
- Coordinating the process of orientation and training for staff and staff development.
- Organize and administer the employee performance appraisal program, assist supervisors in implementation, and assist in implementing disciplinary measures.
- Keeping the personnel directory. And guidance and advice. Supervisors regarding employee-related policies and procedures.
- Keep up with and ensure compliance with laws, court decisions, and trends affecting employee policies and procedures.

- Sales Representative :

**(From June 2006 until October 2009) :** Egyptian Agents Trade & Distributing Co. , Alexandria , Egypt.

- Present, promote and sell products using the previous experiences to existing and prospective customers.
- Establish, develop, and maintain positive business and customer relationships.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Achieve agreed upon sales targets and outcomes within schedule.
- Coordinate sales effort with team members and other departments.

## Languages.

- Arabic Language : Native ( Mother tongue ) .
- English Language : Excellent

## Overview

An experienced Training coordinator, I have over Eleven years of experience working in companies, I have a sense of creativity, competence, Leadership skills and communication. seeking to for a suitable job in the field of Sales , training, and business development.

