

Ahmed Said Ahmed



Contact

Address:

24 Elmathan St. – Shoubra – Cairo – Egypt

Phone:

+201026025070 / +201050441694

Email:

Ahmed.Said.Hammad1@gmail.com

Languages

Arabic – Native

English – Intermediate

Summary

Executive Secretary, Administrative Assistant, Projects Coordinator in the Concrete Structuring Department. Specialized in project management Strong background in project management and customer relations.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- High Communications skills
- Advanced research abilities
- Service-focused

Experience

Administrative Assistant: 04/2019 - Until Now

A-Build Egypt IKK GROUP,

- Organizing and coordinating projects in terms of requests for purchase orders, requests from the company's stores, whether Material or equipment and safety tasks and solve complex problems related to projects as quickly as possible without losses.
- Assistant Construction Manager in preparing project reports, quarterly and annual closings, meticulous preparation of project costs and going to sites to deliver workers' salaries if required.
- Personal assistant to the department manager where calls are answered and directed to the right place, follow-up email, write letters, bids and quotations in both Arabic and English.
- Discussing with the department manager if we encounter a problem and providing a solution in the fastest time and with the least loss, if any.
- Professionalism in MS Office Word, Excel, Etc and OneDrive

Education

Bachelor's Degree: **Business Administration** - 2014

Culture and Science City , 6 October Univ.