



Egyptian

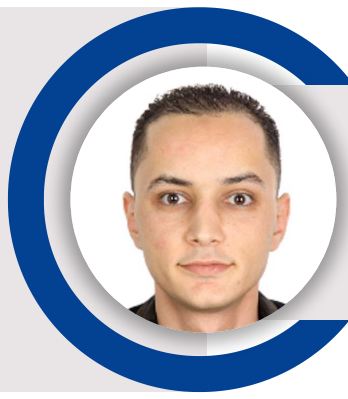
Dammam

23-11-1990

male

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AHMED MANSOUR

Executive Secretary

PROFILE

I have the experience and ability to supervise the daily routine operations of the company and to supervise the members of the work team Assign, hire, train, and evaluate employee performance and take action if necessary

Develop and review administrative systems, processes and policies

Develop administrative and Organizational Chart and write the necessary reports for the work need

Setting management goals for the company

Work directly with accountants and department heads to prepare company budgets, monitor expenses, review payroll, and oversee other expenses.

Plan, schedule and organize all activities that occur within the office such as meetings, job interviews, conferences, and sessions

No doubt that this challenging position in your great and big company requires someone who has the ability to work hard and seriously, and it is the reason why I want to work with you

I sent my Job application, after spending more than 8 Years working in this field, and getting the required skills and ability to make the best in this work position through a reputable company like yours.

EDUCATION

2007 → 2011

High Institute for Computer & Management Science

Bachelor of Management Science

WORK EXPERIENCE

2011 → 2012

Keewatin Company for Beauty Makeup Faisal, Egypt
sales man

Responsibilities actively worked and contributed to the company as a sales man to achieve the required target.

10-2012 → 01-2013

EL-Nile for clothes industry Soubra El-khima, Egypt
Quality Control

Responsibilities actively worked and contributed to the company as a team leader and supervisor on other team mates and Factory production control

02-2013 → 02-2015

Tariq Ahmed Naser Agricultural Jeddah Saudi Arabia
Storekeeper

i worked and contributed to the company as a store keeper to save record of sales and purchases, and keep the flow of the products to the company stores and i achieved high target I was responsible for two store

02-2016 → present

charitable society of Quran Function
Executive Secretary

I worked for two years in the administration of institutes and was responsible for four educational institutes of maintenance and follow-up to purchases and salaries of employees.

Since four years I'm Executive Secretary for the Executive Director's Remote Office.

01-2017 → present

Lafarge
Supervisor

I have been working part-time so far as a supervisor, following up on the movement of Promoter in the markets and reporting on the movement of the product in the markets and submitting reports on Promoter

PERSONAL SKILLS

- ✓ Networking, negotiating, and problem-solving skills
- ✓ Able to work on my initiative or as part of a team
- ✓ Excellent conceptual and analytical skills
- ✓ Managing tasks and problem-solving skills
- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Analysis and Decision-Making skills
- ✓ Development and self-empowerment
- ✓ Communication
- ✓ work under pressure
- ✓ creativity
- ✓ time management
- ✓ Self-motivation
- ✓ resolution

SOFTWARESKILLS

Microsoft Power Point	★★★★☆☆
Microsoft Word	★★★★☆☆
Microsoft excel	★★★★☆☆

LANGUAGES

English	★★★★☆☆
Arabic	★★★★★★

TRAINING COURSES

- ICDL AXON Global Education Network Sep 2012 – Dec 2012
- Communication Skills & Leadership Arab Group for Computer & Language training center Dec 2012 – Feb 2013
- Marketing Arab Group for Computer & Language training center Dec 2012 – Feb 2013
- Amadeus System Screen Training Center Oct 2015
- ISO 22000 Online Training Course July 2021