

Mohamed Youssef Hafez

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Dear Hiring Manager,

As you will see from my resume, I have a wealth of experience in business administration and project management. I am currently employed as an executive assistant and planning and follow up coordinator for two companies FAL FOOD [*Tomato Paste & Ketchup*] and Al-Wedyan National Company for Food Products [*Canned Legumes*] one of FAL holding company.

With my previous coordinator role at Al-Alamiah for education and training, I provided administrative support to the project manager and coordinated an average of four concurrent projects each quarter. I planned and monitored project schedules, resources, and communications. I have prior experience using project management applications and ERP systems (Oracle JD Edwards). I specialized in maintaining detailed project documentation, which ensured all project stakeholders were informed of scope, milestones, and deliverables.

Throughout my career as an executive assistant and planning - follow up coordinator at FAL FOOD, I utilized many of Skills, and also had the opportunity to work closely with the General Manager. One of my duties was attend meetings and keep minutes and follow it up with the executives, review operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, and reporting procedures.

My experience with FAL FOOD provided me with the opportunity to hone my written ability, as I was responsible for proofreading and editing executive correspondence. It also helped me to develop excellent time management and prioritizing skills to complete work on a deadline.

Moreover, my resume goes into more details about my daily job duties and achievements during my tenure as a Project Coordinator, and planning - follow up coordinator.

With excellent organizational and communication skills, an outstanding work ethic, very good English and ability to work in both team-oriented and self-directed environments, I am positioned to exceed your expectations.

Enclosed is my resume to provide a summary of my qualifications and background for your review. I would welcome the opportunity to discuss with you personally how my skills and strengths can best serve your company.

Thank you for your time and consideration.

Sincerely,

Mohamed Hafez

Mohamed Youssef Ali Hafez

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Career Objective

Experienced Project coordinator and Executive Assistant with a demonstrated history of working in educational and FMCG, with excellent project management, Microsoft Office, organizational and communication skills, an outstanding work ethic, very good English, ability to work in both team-oriented and self-directed environments. Furthermore, a good experience in HRM.

Education

- | | |
|-----------------------------|--|
| 2010
2010
2006 - 2009 | <ul style="list-style-type: none">- E-Commerce, E-Marketing Diploma. Faculty of Commerce. "Cairo University"- Export and Import Diploma. Faculty of Commerce. "Cairo University"- Bachelor of Media Public Relation and Advertising. "6th of October University" |
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Employment Experience

2016 -Present

Executive Assistant – Planning and follow up coordinator

FAL Factory for Food Manufacturing & Al-Wedyan National Co. for Food Products (FAL Holdings).

 Jeddah, Saudi Arabia

- Ensure the daily follow-up of production processes and provide production needs and work to improve the production supply processes with raw materials.
- Ensure the follow-up of production efficiency, and submit their reports to General Manager.
- Ensure the periodic follow-up of the needs plan, the production plan, and the warehouse balances to take appropriate actions to achieve a process balance and adjust the necessary of these plans.
- Ensure the establishment and follow-up of MRP systems and production control.
- Ensure that the necessary data on the cost of production is provided to the concerned departments and the modifications that may occur to them to achieve the goals Approved for production.
- Scheduling regular meetings and recording decisions (e.g. assigned tasks and next steps).
- Meet regularly with the General, Maintenance, Production, purchasing, Warehouse and Sales Manager to understand the specific needs of each job and determine where

- assistance is needed.
- Assist general manager in all administration functions and processes.
- Draw up an agenda for all staff meetings.
- Ensure that the agenda is circulated to all attendees at least 24 hours prior to the meeting.
- Make sure that minutes are taken at all meetings and that tasks are set.
- Create action plans as a result of each meeting, centralizing all tasks on a task list and register.
- Prepare and distribute correspondence memos, letters, faxes and forms.
- Design presentations and product labels using graphic design application.

Tasks related to HR [From August, 2018 up to date]:

- Preparing payroll for about #250 employees.
- Managing HR & Payroll application ERP (ORACLE JD Edwards).
- Addressing any employment relations issues.
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks.

Take up the IT specialist responsibilities during his leave [only software and networking issues]

Project Coordinator

AL-Aalamiah for Education and Training.


 Riyadh, Saudi Arabia

**2012 -2015
4 Years**

- Coordinate project management activities, resources, tools and information.
- Supervise and coordinates activities of Affiliated Education and Distance Education Project (King Abdul-Aziz University) for #4 years.
- Supervise and coordinates activities of King Abdul-Aziz University examinations for #4 regions (Riyadh - Al Qassim – Abha – Dammam & Eastern Region).
- Supervise and coordinates activities of (Airport Security Training Course) for #2 years.
- A team leader for studying our competitors (prices, new training programs and opening centers in new regions)
- Helping Marketing department through the designs of (Brochures, Flyers and presentations)
- Has #3 Certificate of appreciation from King Abdul-Aziz University.

Sales Executive

Al-Ghadra for Trading Est.


 Riyadh, Saudi Arabia

**2011-2012
1 Year**

- Visiting potential customers for new business.
- Identifying new markets and business opportunities.
- Conducting market research to identify selling possibilities and evaluate customer needs.
- Responsible for communicating and making the purchase orders from the suppliers in China.
- Contributing to opening new three showrooms in Riyadh and Jeddah.

Sales & Marketing Executive

Al-Obour for Glass Technology.

 Cairo, Egypt

2009-2011

- Initiating and control surveys to assess customer requirements and dedication.
- Monitoring progress of campaigns using various metrics and submit reports of performance.

2 Years

- Conducting market research to identify selling possibilities and evaluate customer needs.
- Identifying new markets and business opportunities and arranging meetings with potential customers.
- Communicating and making the purchase orders from the suppliers in China, Turkey, Belgium and Italy.
- Participating exhibitions (**Glass World 2009, Glass EXPO and Le Marche 2010**)
- Working for two month on glass machine cater plotter instead of the design engineer using **AutoCAD 2007**.

Professional Skills

Language Skills

Arabic: Native Language

English: Writing "Very Good" | Speaking "Very Good" | Listening "Very Good" | Reading "Excellent"

Personal Skills

- Excellent at maintaining positive flow of communication between departments.
- Experience in performance and operations management.
- Quick learner eager to explore new technology, software applications, processes, and procedures.
- Fluent in report analysis.
- Fluent in preparing presentations.
- Current knowledge of payroll procedures and related laws.
- Familiarity with payroll software JD Edwards.
- Knowledge of office administrator responsibilities, systems and procedures.
- Tech-savvy.
- Assist with the installation of new hardware and software and help train employees on its use (IT Skills).
- Ability to troubleshoot and repair computers.
- Fluent in writing social media content.
- Strong organizational and planning skills in a fast-paced environment.
- Excellent customer service prowess.
- Able to multitask and remain highly organized.
- Flexibility in working hours and conditions.

Software Skills

ORACLE
JD EDWARDS

Microsoft®
Project

Office
W P O X

Autodesk
AutoCAD 2007 2D

Ps

Ai

Pr
Premiere Pro CC

Windows
Movie Maker

Professional References:

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General Manager

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Ahmed Taha

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