

# Muhammed Alshehaby



## Career Summary:

- Graduated in 2003 with a BA in Psychology, later on studied Graphic Designs since 2007 and keeping on learning.
- Over the past 12 years I've been dedicated, hardworking and mastering the Executive Assistant, Office Manager field and the graphic designs.
- I'm a fast learner, multi-tasking, self-disciplined, self-motivated, very well organized and a team player "Best Team Player Prize in 2015 from Elixir Co"
- Native Arabic tongue, fluent in English and an intermediate in Portuguese. "Obtained the IELTS certificate with a total score of 6.5 in 2014"  
Obtained an online certificate from the Brazilian government for a Portuguese language test with 58%.
- Had the privilege to be exposed to multi culture as I'm an Egyptian citizen, worked in Egypt, U.S.A, Saudi Arabia and currently in Brazil.
- A graphic designer works on Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe After Effect and Adobe Premiere Pro, (photo editing, social media, logos, companies identities, branding, animation, videos, and videos montage).

## EXPERIENCE:

### ❖ Office Manager / Executive Assistant at. "Caminho das Exatas"

#### ❖ Educational Field.

Uberlandia MG, Brazil - January 2019 till now.

- A private school, for students seeking entries to colleges.
- Offering classes of variety of subjects like math, physics, chemistry, Portuguese and others.
- Working closely with teachers to set up all the schedules for their classes and materials.
- Handling all the monthly payments from the students and teacher's payroll.
- Scheduling weekly and monthly bases meetings for the teachers to go over our progress and handling the Minutes of Meeting action points and follow up with each individual till achieving our points.
- A graphic designer, designing all the required designs for social media, books and material, course letterheads, business cards, payments slips and any other graphic works

### ❖ Office Manager / Executive Assistant / Executive Secretary / PA

#### ❖ Retail Field "Fashion and Apparel"

Elixir United Trading Company, Jeddah, KSA - March 2015 to March 2018.

- Started as an Executive Secretary, later on got promoted to an Office Manager.
- Executive Assistant to the MD (scheduling meetings – air booking – hotel booking – VIP receptions – calendar – incoming and outgoing calls and emails – drafting business letters)
- Executive Assistant to the Operation Manager, later the Business Director (Translations English to Arabic and otherwise – working closely with him to fulfill our vacancies for our stores – handling all the stores contracts along with the HQ – designing the sales and promotions banners, business cards, in-store designs, logos, flyers, letterheads)
- Daily reporting to the MD with our daily schedules and meetings and my follow-up with the action points from our meetings.
- Recruitment Officer. Searching for qualified candidates to fulfill our manpower either for the senior positions at the HQ or for the operation team at the stores.
- Front desk operator. Receiving and welcoming visitors, answers all the incoming phone calls and emails inquiring about our products or our vacancies.
- Handling our customer services complain free-line.

- Helping other departments at leisure time, translating, typing reports, power point presentations and graphic designs.
- Creating a filing system.

❖ **Executive Secretary**

❖ **Food and Beverage Field.**

Royal Crest Dairy, Longmont CO U.S.A July 2010 – November 2014

- Front Desk Operator, meeting & greeting people visiting the company.
- General secretary duties of organizing appointments and answering phone calls
- Receiving company's orders and follow up with the customers to ensure high satisfaction, receiving complaints and check out with the lab to enhance the product quality.
- Helping the upper management with the monthly inventory, annual evaluations for employees, and the annual raise.
- Responsible for ordering the company supplies from bottles, caps, labels and boxes.
- PA for Mr. Todd Watson, the plant manager, organizing appointments, work-sheets, paychecks.
- Filing System.
- A member of the guide team in the plant to tour our visitors around the dairy and explain our process and the milk cycle and answering questions.

❖ **Graphic Designer at Ashoush for Graphics**

❖ **Graphic Design Field (contract)**

Al Mansura, Egypt January 2007- January 2010

- Mastering the Adobe Photoshop, Adobe Illustrator and Adobe InDesign.
- Worked in various photography studios to implement graphic design techniques for customers.
- Logo Designer.
- Business cards, wedding, personal cards, banners and advertisements designs.
- Provided face to face customer interaction when required for evaluation of client needs.
- Prioritizing of incoming customer requests and careful follow-through to ensure exemplary satisfaction of photographs, posters, banners, business cards.
- Setup, install and fix computer software.
- [Click here to check my graphic portfolio on Behance.](#)

❖ **Egyptian Military – Psychologist Officer**

❖ **Military Service April 2004- June 2006**

Cairo, Egypt -

- Performed psychological evaluations for entering military personnel.
- Prepared reports and findings to upper ranking officials.

## EDUCATION:

- Al-Zagazig University 1998-2003 Al-Zagazig, Egypt  
Bachelor of Arts Degree, Depart of Psychology
- British School for Graphics 2007-2010 Al-Zagazig, Egypt

## SKILLS:

- ✓ Data Entry.
- ✓ Typing 55+ wpm both languages Arabic and English.
- ✓ IELTS English Test with British Council with a total score of 6.5 from 2014.
- ✓ Proficient in Microsoft Office: Word, Excel, Power Point and Outlook.
- ✓ Professionalism in Customer Service and producing an excellent image.

- ✓ Graphic Designer mastering Photoshop, Adobe Illustrator, Adobe InDesign, Animation and the video editing.
- ✓ Fast learner, very trainable and reliable.
- ✓ Critical thinking - problem solving.
- ✓ Team Player.
- ✓ Tact and diplomacy

#### BIOGRAPHY:

- Name: Muhammed Alshehaby
  - Residency: Uberlandia, MG Brazil
  - Nationality: Egyptian
  - Age: 41
  - Gender: Male
  - Driver Licenses: U.S.A – Saudi Arabia – Brazil
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- Professional and personal references available upon request.
  - Recommendation Professional Letters are available upon request.