

100879-MEC-49Em-S-2002
IT Coordinator / Sales Coordinator / Data Entry

Has over 18 years experience working as IT Coordinator, Sales Coordinator and Data Entry.

PERSONAL DATA

Nationality : Egyptian
Gender : Male
Residence : Helwan, Cairo

EDUCATION

: Business Administration, Cooperation Institute - Cairo

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: FrontPage
: Access Database
: Picasa photo program (Web Design)

TRAINING COURSES AND CERTIFICATIONS

: Certificate of Training (Basic Offshore Safety Induction & Emergency Training (BOSIET)) (valid from Feb. 2019 till Feb. 2023).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Sep. 2017 till Apr. 2018
Employer : Travco Group
Job title : IT Coordinator
Job Description :

- Manage daily operations of the IT department.
- Develop new strategies and IT procedures to increase efficiency, enhance workflow and improve customer satisfaction.
- Coordinate the needs of in-house IT experts and remote employees, vendors and contractors.
- Protect customer data from outside infiltration through encryption, secure data storage and other necessary means.
- Assist with the installation of new hardware and software and help train

employees on its use.

- Manage and oversee departmental quotas.
- Offer suggestions for possible upgrades and changes within the IT department.

Dates : From Jan. 2013 till Mar. 2016
Employer : Apart Bosch
Job title : Sales Coordinator
Job Description :

- Creating clients' database and using the following software for cars spare parts: Esi tronic – Tecdoc.
- Issuing clearance vouchers for sales reps and sending them to the warehouse to release the Goods.
- Preparing daily reports for the sales reps about their sales calls.
- Handling external sales orders.

Dates : From Feb. 2009 till Nov. 2012
Employer : Protrac
Job title : GIS (Geographic Information System) Data Entry for Geo-marketing
Job Description :

- Locating points on the maps showing the shops, supermarkets, restaurants, call centers, etc...
- Recording the contacts of the different located points and their type of business.
- Listing what kinds of products are sold in each point, the volume of sales, and whether there are any Promotional refrigerators (Pepsi / Coke / Schweppes / etc...) or not, and what is its type.

Dates : From May 2004 till Mar. 2006
Employer : Travco Group
Job title : Fixed Assets Accountant
Job Description :

- Rotating in all the company's owned hotels in Hurghada, Sharm El-Sheikh, Marsa Alam.
- Using Barcode system and dealing with software called (Retail Pro).
- Outdoor / indoor scanning for the Hotels assets for all departments (Rooms, Offices, Kitchens, Mechanical, Electrical equipment, ...etc.).
- Designing a multi-media CD for the top management to describe the accomplished Hotels in user-friendly way.
- Maintaining a barcode control system for the assets (Assets tracking system).

Dates : From May 2003 till Feb. 2004
Employer : Global Santafe for Petroleum
Project : OFFSHORE (Kiminhattan RIG)
Job title : Roustabout & Floorman
Job Description :

- Roustabout, in which I was aiding the drilling engineers in the drilling process.
- During my employment in this company I attended different training courses:

- Roustabout Vocational Training Module.
- FOCUS safety course.
- Confined Space Entry course.

Dates : From Aug. 2002 till Feb. 2003
Employer : Badr El-Din for Petroleum
Job title : Archive & Control – Data Entry
Job Description : Recording the data of the incoming faxes and controlling files.