

Holds a Bachelor in Administrative & Information Systems and has about 4 years hands-on experience working in sales and marketing.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 01/08/1989  
Gender : Male  
Marital Status : Single  
Residence : El-Behira

## **EDUCATION**

: Bachelor in Administrative & Information Systems, Alexandria University, 2013

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet  
: CCNA and MCSA  
: Photoshop

## **TRAINING COURSES AND CERTIFICATIONS**

: Basic Business Skills Acquisition (BBSA) Alexandria, Egypt, sponsored by the Future Generation Foundation (FGF) (from Aug. till Nov. 2010).  
: Developed Language, Computer skills and communication skills.  
: Enhanced Presentation & project development skills, Acquired basic business skills including: marketing, sales, banking, accounting, customer service, business correspondence and report writing.  
: English Language (4 Conversation Levels), Berlitz Center.  
: Communication Course, Dale Carnegie Training.  
: International Computer Driving License (ICDL).

## CHRONOLOGICAL EXPERIENCE RECORD

- Employers** :
- Data entry.
  - Sales Representative at MCI Company, El-Behira, Egypt (from Jun. 2009 till Jan. 2010).
  - Sales Representative at Coca-Cola Company (from Mar. 2014 till Jun. 2015).
  - Worked on the management of some mail marketing pages on Facebook.
  - Marketing Specialist for the Company Tours.