

HATIMMOHAMEDABDELLAHALY

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PERSONAL INFORMATION

Date of birth : August8,1982
Marital status : Single
Military status : final Exemption
Nationality : Egyptian
Religion : Muslim
Residence type : Article 18Transferable
Address : Port said

SUMMARY

I look forward to be part of successful team and contributes my skill to enhance my career and follow up new technologies with my cradled company to reach the maximum benefit for me and my company Presently looking for Position related job with a responsible company that builds up on my extensive skills and qualifications.

SKILLS

Computer Skills

- Operating Systems: Windows OS
- Microsoft Office (Word-Excel-Access-PowerPoint-Outlook-Internet Skills).

Personal Skills

- Team spirit.
- Creative, problem solving.
- Analytical skills.
- Very good communication skills.
- Patience, great ambition.
- Quick learner.
- Ability to perform under pressure.

Languages

- Arabic (mother tongue)
- English (Read, Write –Excellent, Spoken–fluent)

TRAINING COURSES

. Oct-2002 faculty of commerce Training Course

Port said, Egypt

. Introduction application
Sep–2003 C.S.I.T.T.C
Training course

Port said, Egypt

. ICDL Training Course Feb-April 2006 C.S.C Academy

Port said, Egypt

Education

.Faculty of commerce Suez Canal university port said, Egypt (faculty of commerce–account division)

Work Experience

Yousef Ahmad AL Ghanim &Son's-Kuwait state

.Xerox customer service,2006-2009

Alwazzan Group-Kuwait state

.Electronic Sales department head of section till 2010

Yousef Ahmad AL Ghanim &Son's-Kuwait state

.Electronic Sales department (x-cite) head of section 2011-till 2015

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- . Daily financial report.
 - . Solving customer problems.
 - . Answering all customer question & enquiries.
 - . Solving the problems of returns requested by management.
 - . Follow up the status of the market around the outlet and give feedback about it for top management and the outlet manager.
 - . Follow up the offers &promotion daily with showroom manager and credit dept with head office. ²Controlling the pending transaction.

Acer company-Kuwait state

. Work as Data Entry till 2015

I life General Trading company -Kuwait state

. Assistant country manager till 2016

Alghanim International company-Kuwait state

- . HR Administrator at Al ZOUR Refinery Project 2086 since August 2016 (Site Admin)
- . HR-Administrator at oil & gas KOC Feed Pipeline Project 4084 Since 2019 (Site Admin)
- . Qc Document Controller at oil& Gas KOC feed pipe line project-4084 till 2021

Dear Sir,

My passion for this field, combined with my respect for your company, makes meager get onboard.

My relevant qualifications include my very good in Marketing and with my skills and qualifications, I believe would be a great addition to your organization.

My enclosed resume will give you a better understanding of my background and skills. Please feel free to call at any time to discuss the requirements of this position

Sincerely, Hatem Mohamed Abdullah Aly

