



# Karem Rezk Mahmoud

**Land Surveyor / Sales and Marketing / Administrator**

Al-Manama, Ajman, UAE

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## CAREER OBJECTIVE

To work in pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity and zest.

## CORE COMPETENCIES

- |                               |                                       |
|-------------------------------|---------------------------------------|
| ▶ Organizational learning.    | ▶ Time Management.                    |
| ▶ Drive and Commitment.       | ▶ Goal Oriented.                      |
| ▶ Adaptability.               | ▶ Strong Knowledge of work procedures |
| ▶ Teamwork and Collaboration. | ▶ reporting and analysis              |
| ▶ Multi-Tasking               | ▶ business relationship management    |
| ▶ financial management        | ▶ communication and change leadership |

## PROFESSIONAL EXPERIENCE

### ACASIA Club (Alexandria - Egypt) Marketing and Sales Executive

**July 2019 – Feb 2020**

#### ***Responsibilities:***

- Identify and meet customer needs
- Selling memberships
- Customer satisfaction
- Maintaining close relationship with clients
- Achieving targets & assignments before deadlines
- Endeavor to achieve sales target
- Understand market requirement
- Reconcile receipt and cash payment
- Negotiating on price

**Dawn Mineral Water (Ajman - UAE)  
2019**

**Jan 2019 - July**

**Sales and Administrator**

***Responsibilities:***

- Responsible for managing mineral water factory
- Managing a team of 40 people
- Meeting customers
- Raising sales invoices to customers
- Calling customers to promote products
- Handling accounts
- Managing a fleet of 5 distribution vehicles
- Receive the materials from suppliers
- Manage the payment to suppliers as per agreed payment terms
- Payment collection from customers
- Improve the work environment

**SAMCO NATIONAL CONSTRUCTION (Alexandria - EGYPT)**

**Land Surveyor**

**July 2017 - Jan 2018**

***Responsibilities:***

- *Using Level, Total Station and GPS Station*
- *Using surveying software like Autocad 2D, Autocad Civil 3D, GPS Utility and Surfer*
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features
- Calculate heights, depths, relative positions, property lines, and other characteristics of terrain
- Prepare all data, charts, plots, maps, records, and documents related to surveys
- Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements
- Coordinate findings with the work of engineering and architectural personnel, clients, and others concerned with projects
- Adjust surveying instruments in order to maintain their accuracy
- Train assistants and helpers, and direct their work in such activities as performing surveys or drafting maps
- Locate and mark sites selected for geophysical prospecting activities, such as efforts to locate petroleum or other mineral products
- Direct aerial surveys of specified geographical areas

## Trainings & Accolades

- Land Surveying – PETROJET PETROLEUM
- Land Surveying – EL NILE ROAD CONSTRUCTION
- Survey instrument – ARAB ACCADEMY FOR SCIENCE AND TECHNOLOGY
- Land Surveying – AL HAWAI Survey Consultancy
- AUTOCAD – Association of the Egyptian universities
- Surfer – Association of the Egyptian universities
- Prolink – Association of the Egyptian universities
- Civil 3D – Association of the Egyptian universities
- Training on LEVEL device – Association of the Egyptian universities
- Training on THEODOLITE device – Association of the Egyptian universities
- Training on TOTAL STATION device – Association of the Egyptian universities
- Training on TOTAL STATION – Global Survey and Services Company

## EDUCATION

**2013 - 2017 Alexandria University – Egypt**  
**Faculty of Art**  
Geographic and Surveying Department

## PERSONAL DETAILS

<b>Date of Birth</b>	:	08/Feb/1995
<b>Gender</b>	:	Male
<b>Nationality</b>	:	Egyptian
<b>Language</b>	:	Arabic (Native language), English
<b>UAE Visa Status</b>	:	Employment Visa
<b>Marital Status</b>	:	Single
<b>License</b>	:	Valid <b>Egypt</b> driving License
<b>Reference</b>	:	Available upon request