



# MOUSTAFA NOUR

- Egyptian
- UAE
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- male
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## PROFILE

To obtain an position where I'll be able to contribute my skills, knowledge and experience to establishment that will give me an opportunity to develop my career.

## EDUCATION

09-2013 → 08-2018 Bachelor of Arts in Education from Alexandria university.

## WORK EXPERIENCE

- 09-2020 → 08-2021  
**Baitfood**  
Sales Representative
- Making sales agreements and deals with customers and agree with them on delivery dates for goods.
  - Deliver products to customers.
  - Follow up on all products with customers.
- 05-2019 → 03-2020  
**Othman scarfs retail chain company**  
Store manager
- Receiving stocks.
  - arrange the store sales items and do the inventory.
  - Select the best selling and sold out items for re-order.
  - Manage the staff work schedule and staff work timing rotation.
  - Prepare the daily sales and expenses sheet.
  - Prepare the monthly report to maintain the given target and settle the employee commission.
  - Handling the financial duty of the store
- 09-2018 → 05-2019  
**Vodafone**  
Call center
- Reply To Customers and Questions
  - Submit Customers Satisfaction Reports
- 07-2016 → 04-2018  
**Shandawely restaurant**  
Call center & Cashier
- Receiving money from customers and issuing invoices
  - writing purchase reports
  - Receiving orders and confirmed delivered orders.
  - Handling customer complains.
  - Follow up on customers satisfactions on the service.

06-2015 → 01-2016

**Pablo café & restaurant**

Customer service

- Arrange reservations.
- Receive and welcome the customers at the restaurant.
- Follow up on customers satisfactions on the service.
- Handling customer complains.

## PERSONAL SKILLS

✓ - Fixability and ability to relocate - Work in teamwork - Quick learner - Solve problems

## SOFTWARESKILLS

Microsoft Word ☒ ☒ ☒ ☒ ☒ ☐

Microsoft excel ☒ ☒ ☒ ☒ ☐ ☐

Microsoft Power Point ☒ ☒ ☒ ☒ ☐ ☐

## LANGUAGES

Arabic ☒ ☒ ☒ ☒ ☒ ☒

English ☒ ☒ ☐ ☐ ☐ ☐

## HOBBIES



GYM



Mathematical  
Calculations



Playstation



Games ball