

## *Curriculum Vitae*



### *Personal Data:*

Name : Atef Mahmoud Mohammed Oda  
Birth date : 19\5\1979  
Mobile No. : 0501041520  
E-mail : atefmahmoud.mohamed@gmail.com  
Nationality : Egyptian  
Visa Status : Visit Visa

### *Qualification:*

- Bachelors Degree in Computer Science and Management / May 2001  
From High Institute for Computer science and Management  
Alexandria – Egypt
- Diploma in Human Resource Management

### *Languages:*

- Arabic : Mother tongue
- English : Good (spoken and written)

### *Experience:*

- from 4/2014 till 06/2022.  
Coca-Cola HBC Egypt  
**Sales Dispatcher**

Responsibilities :

- Scheduling and dispatching drivers, work crews, vehicles or equipment to appropriate locations according to predetermined schedules, customer requests or immediate needs
- Relaying information such as work orders or other messages to and from work crews, field inspectors or supervisors.
- Speaking with supervisors or customers to resolve problems, requests for services or equipment
- Preparing daily work such as schedules
- Preparing work orders for crew or receiving work orders from work crews
- Keeping and organizing work requests, customer requests, completed work requests, charges for work performed, expenses for services performed, inventory records and other information
- Manage and control Oracle and sales buzz and SAP.

- from 10/2010 to 04/2014.  
Coca-Cola HBC Egypt  
**Human resources chief and**

- from 04/2009 to 09/2010.  
I.2 Itsalat Int'l Co Aswan and Luxor branches – Egypt

## **maintenance technical**

- from 10/2001 to 10/2007.  
High Dam AUTH – Aswan – Egypt  
**information technology manager assistant**

### **Special skills:**

#### A- Computer skills

- MS Office (Excel, Word, Power Point)
- Soft Ware & Hard ware Maintenance.
- Internet Applications.
- Network Installation, & administrator
- SAP, Oracle and sales BUZZ
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#### B- Personal skills:

- Very committed, ability to achieve results, work under pressure and accurately, accept the cooperation with others, fast learner and interested in the precise details of my work.

### **Target:**

Obtain a suitable position to refine my personality and my skills in the area of specialization and practical that I like which is information technology and computers.