

CURRICULUM VITAE



MOUSTAFA MHMOUD ALY ABDELDAIM

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STRENGTHS:

- ✓ Good know how of payroll management
- ✓ Adept in Recruitment-Search-Selection-Training
- ✓ Public Relation & Coordination Abilities
- ✓ Compensation-Benefits-Performance Appraisals

PERSONAL INFORMATION:

Nationality : Egyptian
Sex : Male
Religion : Muslim
Date of Birth : 04/09/1984
Marital Status : Married
Driving License : KSA & Egypt driving license
Visa Status : visit Visa

EDUCATION

- .Diploma Industrial - 2000/2001

WORK EXPERIENCE:

• JOB DESCRIPTION:

- 1- Owner and manager of a wholesale and retail food store – Egypt from 2018 till 2023.
- 2- Sales representative at Al-Jawhara Foodstuff Company – Egypt from 2015 till 2018.
- 3- Sales representative of Covertina Company for chocolate and foodstuffs –Egypt from2013 till 2015.
- 4- 2- Sales representative at Al-Jawhara Foodstuff Company – Egypt from2011 till 2013.
- 5- Coordinator and manager of a school transportation company (naif trading group) in the Kingdom of Saudi Arabia from2008-2011.

Sales career:

- ✓ Great and Assist the customer with the right manner or to the highest level.
- ✓ Ensure the customer satisfaction as they need.
- ✓ Taking the order from the customer and make for invoicing.

- ✓ Deliver the items in good condition

PROFESSIONAL SKILLS

- Planning and organizing skills.
- Collecting information from many resources.
- Problem solving and troubleshooting.
- Superior interpersonal skills.
- Analytical skills.
- Communication skills.
- Ability to teamwork and under pressure.
- Leadership skills capability of leading teamwork, motivate and encourage people.

TRAINING COURSES:

- Guest Satisfaction.
- Grooming & hygiene.
- First Aid.
- How to handle guest complaint.
- Health & Safety.
- Wow Hilton International.
- Supervisory Skills.
- Fire Fitting Course.
- Maintenance and Computer Assembling.

COMPUTER PROFICIENCY

- MS Office (Word, Excel & Outlook), Internet and Email applications. Tally, very good typing speed Arabic, good English.

LANGUAGE:

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

CAREER OBJECTIVE:

I am capable and career-oriented individual with a creative ability and analytical skills necessary for optimum productivity a performance .Excellent communication, interpersonal skills, willing to accept responsibility. Easily adaptable to new environment, very hardworking, honest, sincere, adaptable and Self-motivated with a professional approach through determination and dedication.

I hereby certify that all the above details are true and accurate to the best of my knowledge.