

Mohamed Gaber Bakr

ADMINISTRATOR

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Married · Egyptian · Dubai - UAE

Several years of experience at MAWARID Services Company. Managed and maintained employee timesheets to ensure accurate payroll processing and prepared comprehensive daily and monthly activity reports, including budget, expenses, and project progress. Proficient in conducting research, data analysis, and collaborating with departments to streamline processes and enhance efficiency.

KEY COMPETENCIES

Leadership	Report writing and presenting	Strong interpersonal skills
sales and negotiation skills.	Critical thinking skills	Proactive and self-motivated
mentoring and tutoring.	Excellent communication skills	Exceptional organizational skills

PROFESSIONAL EXPERIENCE

Sales Manager

BEE KINGDOM Company| Dubai, UAE

11 / 2022 - Present

Respond to customer inquiries and complaints. Direct and supervise employees engaged in sales, taking inventory, reconciling cash receipts, or in performing services for customers. Monitor sales activities to ensure that customers receive satisfactory service and quality goods.

Administrative Officer

MAWARID Services Company| Abu Dhabi, UAE

8 / 2021 - 8 / 2022

Managed the day-to-day operations of the office, including scheduling meetings and appointments, organizing files, and handling correspondence. Act as the point of contact between executives and internal/external stakeholders. Prepare reports, presentations, and other documents for the executives as required.

Call Center Agent

MAWARID Services Company| Abu Dhabi, UAE

2021 - 2022

Takes calls from customers answering questions or addressing any concerns they may have. My duties include handling many inbound and outbound calls to and from customers, listening to customers' needs or issues, and providing helpful solutions to their problems

Freelancer

Online translator

Reading and researching documents, terminology, and linguistic styles. reproducing text accurately in different languages, often using specialist software.

EDUCATION

Bachelor Degree in Business Administration & Finance
M.S.A University , Egypt

2014 - 2017

COURSES & CERTIFICATIONS

- Accountant, 2018
- Project Management, 2018
- Administrator & Accountant, I count 2014