

AMR MOHAMED KHALIL

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Objective:

Seeking a challenging opportunity in a respectable company where by my education and skills can farther be developed.

Education:

2001-2005 Optical Technology high Instituted.

Cairo,

Egypt.

Computer section. Grade: Good.

Skills:

Computer Skills:

- Very Good Knowledge of Windows
- Very Good knowledge of MS Word

Language Skills:

- Native language Arabic
- Very Good command of both written and spoken English

Experience:

8 SEP 2007 until now

Chairman Office Manager, Human Resource Specialist and, Public relations, in El Sallab Co.

- Secretarial
- recruitment payroll.
- using a range of office software, including email, spreadsheets and databases;
- managing filing systems;
- developing and implementing new administrative systems, such as record management;
- recording office expenditure and managing the budget;

- organizing the office layout and maintaining supplies of stationery and equipment;
- maintaining the condition of the office and arranging for necessary repairs;
- organizing and chairing meetings with staff in lower paid roles this may include typing the agenda and taking minutes, but senior managers usually have an administrative assistant to do this;
- overseeing the recruitment of new staff, sometimes including training and induction;
- ensuring adequate staff levels to cover for absences and peaks in workload, often by using temping agencies;
- carrying out staff appraisals, managing performance and disciplining staff;
- delegating work to staff and managing their workload and output;
- promoting staff development and training;
- implementing and promoting equality and diversity policy;
- writing reports for senior management and delivering presentations;
- responding to customer enquiries and complaints;
- reviewing and updating health and safety policies and ensuring they are observed;
- arranging regular testing for electrical equipment and safety devices;
- attending conferences and training;
- Depending on the organization, duties of the role may extend to the management of social media.

24 SEP2006 - 30 August 2007

• Work in taamer comp Real Estate marketing (sales).

5 SEP - 21 SEP 2006 sales advantage (DALE CARNEGIE) Cairo, Egypt 2006 Sponsored by the Future Generation Foundation (FGF).

Training

- Build the self-confidence to overcome the challenges of selling.
- Communicate value and sell from a buyer's point of view.
- Master a consultative selling process to accelerate the sales cycle.
- Strengthen relationships by building credibility and client loyalty. Develop a positive attitude to generate predictable sales results.

15 MAY-15 AUG 2006 Skills Acquisition (BBSA) Cairo, Egypt Sponsored by the Future Generation Foundation (FGF)

Training

- Developed Language and Computer Skills.
- Enhanced Presentation & Project Development Skills.
- Acquired Basic Business Skills including: Marketing, Sales, Banking, Accounting, Business Correspondence and Report Writing.

12 Jun -12 fer 2006

I finish a diploma in (windows2000-word2000-excel2000-access2000-internet) in kit center.

15 Dec2003 -12 Apr 2006

Work in el Misr Yarn (sales).

Interests:

Football, reading, and traveling.

Personal Information:

Date of Birth: 5/11/1982.

Marital Status: Married.

Family members: 2 Children's

Military Status: Exempt.