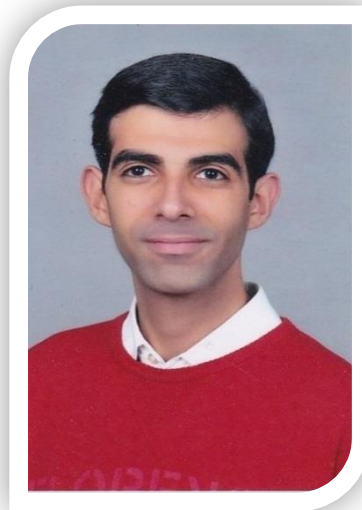




Mahmoud Samy Saad Mahmoud



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Personal Data:

Nationality: Egyptian
Date of Birth: 3rd of November, 1984
Marital Status: Married.
Militarily Status: Exempted.

Career Objectives:

Obtaining a challenging position in a dynamic and competitive environment that will utilize, enhance, and integrate my knowledge and interpersonal skills, as well as my communication and leadership skills.

Education:

- Professional Diploma in Digital Marketing – Arab Academy for science, technology, and maritime transport (2022)
- Bachelor degree in Commerce and Business Management – Marketing, Advertising, and insurance major - Alexandria Academy for Accounting and Business (2005)

Current Position:

Head of Electronic Contracting Department at Alex water company.

Job Duties:

- Marketing the company's products and services by using technology, social media, search engines, and websites.
- Doing statistical studies to categorize clients the and decide the needs of each category and study how to reach category.
- Doing statistical studies to gain reasonable feedback for the success of marketing methods.
- Study customer's needs and work on satisfy them.
- Running a periodically marketing campaigns and that's by sending the latest updates to our customers on their phones, social media, search engines, and websites.
- Link the company with the outside world by using internet and keeping pace with any updates.
- Full Supervising and monitoring the ADSL and VPN services inside the company.
- Full supervising on the ADSL services (Home internet) for the company's employees.
- Reviewing and handling the ADSL and VPN invoices for both the company and employees and making sure to settle all payments on time.
- Study and handle all the problems that can hinder employees.
- Making sure to achieve company's goals and targets.
- Implementing the company's regulations.

Digital Marketer and Social Media Marketing Specialist at Command B for Media and Event Planning

Job Duties:

- Plan, post , promote contents on different social media platforms
- Moderate and follow up comments , messages , status on different Social Media platforms
- Create and publish contents on different Social Media platforms
- Prepare different marketing plans to target different audience
- Responsible for planning, implementing and monitoring the company's Social Media strategy in order to increase brand awareness, improve Marketing efforts and increase sales.
- Stay up to date with the latest social media best practices and technologies.
- Implementing the company's regulations.

Former Experience:

Purchases Accountant at Alex Water Company - Contracts Research and Purchases Department (June 2006-July 2020)

Job Duties:

- Collection of advance payments at sale.
- After sales service and follow up the employee's needs.
- Prepare purchases reports daily and send it directly to the Director.
- Work to achieve the targeted monthly.
- Prepare statistical monthly reports for purchases, competitive products and prices in order to study the needs of the company & employees.
- Prepare commercial Contracts between company & suppliers.
- Make full study for the offers from the suppliers.
- Implementing the company's regulations.
- Study and solve problems that can face and hinder the staff from achieving our company's goals and targets.
- Develop a prospective plan for the company needs and purchases for the New Year.
- Work on the provision of team spirit within the company.
- Responsible for All transactions between the company & suppliers.
- Implementing the company's regulations.

Training & Self Development:

- Training course in time management From Knowledge.
- Training course in Effective communication skills From Knowledge.
- Training course in Photo shop course (graphics).
- Training course in civil education course – (unsafe organization).
- Training course in Computer software application (windows –office)
- Training course in addition to advanced courses in English.
- Training course in English from Ministry of Defense.
- Training in Commerce in Shokry Osman Commercial Law Office.
- Training course in Microsoft Diploma in Information Technology club.
- Training course in ICDL.
- Training course in Commercial Excel.
- Training course in Training Of Trainers (TOT)

Computer skills:

- Excellent knowledge of Microsoft windows XP.
- Excellent knowledge of Microsoft Office (Word – Excel – PowerPoint- Outlook).
- Excellent knowledge of Networking & Internet.
- Excellent use of MARS program.
- Excellent use of Photoshop program.

Language Skills:

Arabic: Mother tongue.
English: V.Good (writing, speaking, reading and listening).

Hobbies:

- Playing and watching basketball.
- Listening to music.
- Reading.