

MOHAMED AMER GALOUSH

Phone: +20-109-139-1774
Email: mohammedamer20y@gmail.com

SUMMARY

A highly motivated and reliable professional with extensive experience in document management, project coordination, and inventory control in fast-paced work environments. Skilled in process optimization, team leadership, and maintaining accurate records to ensure smooth operations. Strong expertise in administrative and operational roles, including experience as a General Supervisor, Data Entry Specialist, and Document Controller. Proven ability to lead cross-functional teams, reduce operational costs, and ensure compliance with company policies and regulations. Passionate about continuous improvement with a track record of enhancing processes, minimizing variances, and increasing productivity. Fluent in Arabic and proficient in English, with advanced software skills in Microsoft Office and inventory management systems.

EDUCATION

- Bachelor's Degree in Social Work | 2017

WORK EXPERIENCE

Accountant

2021 – 2024

Green Contracting Company, Riyadh, Saudi Arabia

- Accurately inputting financial and accounting data using data management software.
- Monitoring and tracking local and international documents to ensure timely delivery.
- Managing financial records, including daily expenses and revenues.
- Archiving documents electronically and organizing them for easy access.
- Preparing regular analytical reports to support financial decision-making.
- Following up on concrete works and project activities.

General Supervisor

2019 – 2021

Bin Laden Contracting Company, Saudi Arabia

- Supervised concrete operations and served as General Secretary to the Concrete Manager for seven Royal Haram projects.
- Collaborated with quality engineers and consultants to deliver projects on time and according to standards.
- Oversaw the issuance of necessary permits and ensured compliance with requirements.
- Managed teams and directed daily operations on project sites.

Sales Representative

2017 – 2018

Al-Awael Company, Damietta, Egypt

- Built strong relationships with clients to achieve monthly sales targets.
- Provided customized solutions to clients to ensure satisfaction and boost sales.
- Monitored market trends and competition to develop effective sales strategies.

FIELD TRAINING

Khaled Ibn Al-Waleed School

2015 – 2016

- Conducted field visits to analyze social cases and assess students' environments.
- Provided psychological and social support for students and developed tailored educational programs.

Omar Ibn Al-Khattab School

2014 – 2015

- Developed communication and time management skills through classroom interactions.
- Monitored group dynamics and analyzed results to improve educational performance.

Amr Ibn Al-Aas School

2013 – 2014

- Visited NGOs and participated in social advocacy initiatives.
- Applied dialogue management and conflict resolution skills in diverse educational settings.

CAREER SKILLS

- Document and Data Management: Expertise in organizing, archiving, and tracking vital records using advanced document management systems.
- Data Analysis: Skilled in reviewing financial and administrative data to support informed decision-making.
- General Supervision: Monitoring work progress and ensuring quality through collaboration with cross-functional teams.
- Expense and Budget Management: Accurate planning and management of daily expenses and budgets.
- Problem-Solving: Proficient in identifying issues and proposing efficient solutions in a timely manner.
- Effective Communication: Strong interpersonal skills to interact with teams and clients, ensuring objectives are met.

PERSONAL SKILLS

- Adaptability.
- Communication.
- Problem-Solving.
- Flexibility.
- Confidence.
- Stress Management.

SOFTWARE SKILLS

- Microsoft Excel - Word.
- Expertise in document management systems.
- Data analysis tools and techniques.
- Social media - internet browsing.

CERTIFICATIONS - TRAINING

- Certificate of Experience, Green Contracting Company, Riyadh, Saudi Arabia
- Multiple Human Development Courses for enhancing administrative and personal skills

LANGUAGES

- **Arabic:** Native Speaker.
- **English:** Good.