

Mohamed Amin El-Sayed Hendy

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Objective

Seeking a challenging position with a reputable company, in the field of Commerce, Retail, Operation, experience in desired field. A good position in a very well-established institution where I can develop my knowledge and build up a challenging career in technical support management and back office

Personal Attributes

- ➔ The ability to communicate clearly and effectively in many mediums: by email, verbally, with lists and phone messages, on the phone, and with body language.
- ➔ Employers want accurate and timely information regarding their business and their employees. Made a mistake? Don't cover it up, admit it, and learn not to do it again.
- ➔ Initiative: this means that you think outside of the box; you come up with things rather than sit and wait until things come to you. You are a starter. Not a follower.
- ➔ Flexibility, Ability to handle pressure and meet deadlines, In the end attention to detail.

PERSONAL INFORMATION:

- Date of birth: 1, May 1993
- Marital status: Married
- Military status: Completed

EDUCATION:

- Faculty of law, Tanta University
- Overall grade: Good
- Graduation year: May 2016

EXPERIENCE:

February 2018

Customer Service & Sales at **OPPO**



Responsibilities, duties

- ➔ Promoting and selling products
- ➔ Solving the customer problems
- ➔ Updating the customer information
- ➔ Studying and standardizing procedures to improve work efficiency

EXTRA COURSES:

- ✓ General English at European institute
- ✓ International Computer Driving License (ICDL)
- ✓ Communication skills course
- ✓ Soft skills
- ✓ Sales skills

TRAINING:

- Trainee at Orascom Construction Company
- Trainee at Etisalat Egypt

SKILLS:

Computer skills

- ➔ Very good user of Microsoft office tools Word, Power point, Excel 2010
- ➔ Excellent Internet skills

Language skills

- ➔ Good command of English both written and spoken