Abdellatif Ahmed

Administrative & Operations Coordinator
Dammam, Saudi Arabia • +966534633571 • abdohabib567@gmail.com

Business Administration graduate with hands-on experience in team leadership, operations supervision, and data management gained during university and military service. Skilled in organizing workflows, managing teams, and maintaining accurate records. Known for reliability, strong communication, and the ability to balance multiple responsibilities. Seeking to build a professional career in administration and operations.

Experience

2023 – EARLY 2024
Workers Supervisor / Armed Forces Hotels (during Military Service) / Egypt

- Supervised and coordinated workers to ensure smooth daily operations.
- Organized work schedules and assigned tasks.
- Monitored service quality and workers' performance.

AUG, 2021 – DEC, 2022
Data Entry Clerk / 10th of Ramadan City Authority / Egypt

- Entered and updated data accurately into the administration's systems.
- Organized and maintained records and databases.
- Reviewed data for accuracy and completeness.
- Handled documentation and filing to support administrative operations.

JAN, 2020 – JUN, 2021
Team Leader / Amazon Warehouses / Egypt

- Managed and led the warehouse team, assigning tasks and monitoring performance.
- Followed up on shipments and orders to ensure timely processing.
- Monitored inventory levels and stock accuracy.
- Prepared periodic reports on operations and team performance.

Skills

MS Office (Excel, Word, PowerPoint) • Data Entry • Organizing & Operational Planning • Team Management • Time Management • Effective Communication • Web Searching

Education

Bachelor of Commerce / Business Administration / 2023 / Zagazig University / Egypt

Languages

Arabic : Native / English : Fair

Personal Information

Full Name: Abdellatif Habib Abdellatif Ahmed
Age: 26 years old • Marital Status: Single • Military Service: Completed