

References are available Upon

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Seeking a challenging job in a well – established company at sales department where my knowledge and skills are well utilized and developed for me and my organization as well.

- ❖ Bachelor degree of social work; higher Institute Cairo 1997.
- ❖ Sales Training Course from International khalid Airport – Riyadh, KSA
- ❖ General Relation Course (Dealing with people)

Language Skills	<ul style="list-style-type: none">❖ Arabic (Native Language)❖ English (Excellent)
Company Skills	<ul style="list-style-type: none">❖ Microsoft Office (2003-2007-2010)
Personal Skills	<ul style="list-style-type: none">❖ Interactive and able to learn new technologies and languages to develop my knowledge and career.❖ Ability to work under pressure.❖ High flexibility in dealing with the variables of work.❖ High ability in communication and persuasion.
	<ul style="list-style-type: none">❖ Work effectively with people at all levels in organization in order achieve the best results.

- Work as human Resources at Othman Hamad Al Ghamdi & Bros, Saudi Arabia, Province eastern, Al DAMMAM (2000 – 2001).
- Work as date Entry – Passport Officer safety Deposit Boxes Officer in Garnd Hotel, Red Sea Hotel Group, Hurghada, Egypt. (2002 – 2003).
- Work as salesman in Duty free shop, king khalid international Airport, Saudi Arabia, Riyedh. (2003 2004).
- Work as receptionist at sahara Hotel, Red sea Hotels Group, Hurghada – Egypt (2004 – 2005)
- Work as foods Supervisor at national Company for Agricultural Marketing (Thima) Joint Stock Company Riyadh, Kingdom of Suadi Arabia. (2005 – 2007).
- Work as salesman at Duty free Shop, Almusbah Trading Group, Kind Khalid International Airport, in Riyadh, K.S.A (2007- 2009).
- Work as Senior Supervisor (branch Manager) Since 2013 till now

Date of birth : 11/06/1973
Religion : Muslim
Nationality : Egyptian
Marital Status : married
Driving license: Valid

Experiences:

HR employee, Othman Hamed Al Ghamedi, Saudi Arabia Eastern province, From 2000 to 2011 AD

Responsibilities:

1. Receiving document of employee create a file for each employee containing their curriculum Vitae, birth certificate, academic testimonials. Training courses completed, wither language of computer courses.
2. Preparing payrolls for the employees' monthly salaries and transfer the same to their bank accounts.
3. Type official letters with the computer and get the same duly signed by the general manager, wither these letters are addressed to traffic authority to open a driving license file...etc.

Date operator, passports, valuables officer, red sea Grand hotel series, Ghardawa Arab Republic of Egypt, from 2002 to 2003 AD.

Responsibilities:

1. Entering clients' date through Fadelio programs, hotel special program, the include client's names, date of birth, nationality in check out dates and room number.
2. Recording such information at the tourism police record.
3. Create special box for clients and provide them with the key and box number to keep their personal effects. Clients are required to enter their name, nationality, room and key number in a special and they receive a key with personal number.
4. Create file for each client where they can keep their cheques relating to meals and beverage they consumed during their stay in the hotel. On checking out, the clients deliver their cheques to the hotel receptionist for payment.

Salesman at king kalid International Airport, Riyadh, Saudi Arabia, from 2003 to 2004 AD

Responsibilities:

1. Showcasing the product for the customers reasonably and attend to their enquiries.
2. Explain to customers how the device, wither a mobile, computer Etx, how it works.
3. Clean the goods and use air fresher on a daily basis to attract more customers.

Receptionist, sahara red sea series of hotels form 2004 to 2005 AD

Responsibilities:

1. Receiving and welcoming clients with smiling face and show them their rooms and give them the room key with room number.
2. Collecting clients' passport to complete their bio – date on Fadilio computer programs.
3. Attending to in – coming internal or external telephone calls.
4. Attend daily meeting upon request of the front office manager.
5. Attend training courses conducted by professional trainer in hotel & tourism industry and certificates will be awarded upon successful completion of the course.

Foodstuff Supervisor, the national company for agricultural Marketing – Thimar, Riyadh, Saudi Arabia, From 2005 to 2007 AD

Responsibilities:

1. Daily meeting for the staff members for work related instructions checking food staff validity, dispose of expired stuff in the designate store.
2. Check personal cleanliness, the uniform, shaving, use perfume etc.
3. Check the fridges and call the maintenance team or send an email in case of any breakdown, send a report of the fridge temperature to the relevant whatsapp maintenance group.

Salesman, perfumery section, Al Musbah trading group in duty free shop, at king Khaled international Airport, Riyadh, Saudi Arabia from 2007 to 2008 AD.

Responsibilities:

1. Introduce the product to the clients in a professional manner in terms of manufactures concentration and strongscents.
2. Informing customers about special offers undertaken by the manufacturing company.

I worked as social worker at the Lebanese First School at Faraj Hazza Area, Al Ain, the United Arab Emirates from 2008 to 2011 AD.

The job responsibilities:

1. Organizing recreational trips for the students to visit the archeological, historical and tourist attraction of the United Arab Emirates.
2. Conducting social research for the students who have social problems such as academic tardiness, family disintegration and uncontrolled urination.
3. Conduct competitions and recreational trips on occasions and national holidays including incentives prizes distributions for the winners.

I worked as Security Guard with Spark Security Company within the period from 2011 to 2012 AD.

The job responsibilities:

1. Safeguarding the whole site.
2. Conducting inspection patrols to ensure the safety of the public property along with any foodstuff, mechanical and electrical equipment kept in the stores.
3. Open and close the site gates for both the employees and the site visitors.

Branch Manager. Al Ain Co -op Society, United Arab Emirates, From 2012 AD to date

Responsibilities:

1. Meet with the staff to convey to the daily work related instructions, as to keep the branch clean, especially the toilets by the cleaning staff, order the staff members to check the expiry date of the foodstuff on a daily basis and dispose of the expired stuff to the designated warehouse.
2. Check the fridge on daily basis and monitor temperature every hours and record the same in the relevant book.
3. Ensure that all branch staff are putting on clean and appropriate uniform, shaved...etc.
4. Check and examine the display to make sure that price tags are, in addition to ensuring that the goods are clean and properly stored.