



Mohammed El Said Abd El Gawad Bayoumi

PROFILE SUMMARY

Working in the field of Secretary, Document Control, Data Entry, computer software, Purchases, Sales.

CONTACT ME

- +966 570 606 344
- +20 101 2475 741
- ✉ Muhammedbaoumy1990@gmail.com
- 📍 Tanta, Egypt

Personal Information

- Date of Birth: 22-09-1990
- Birth Place: Tanta, Egypt
- Marital Status: Married
- Iqama: Transfer
- Driving License: Saudi

Skills

- * Excellent Personal Communication Skills.
- * Excellent Coordination Skills.
- * Comfortably Working as a part of a team.
- * Self-disciplined with good time-management skills.
- * Ability to work under pressure.
- * Excellent computer skills especially in MS Office & E-mails, Surfing Internet.
- * Copy writing and editing.
- * Good deal with others.
- * Take responsibility.
- * Ability to build social relationships.

Languages

Arabic

Native Language.

English

Good speaking, reading and writing.

WORK EXPERIENCE

Office Manager

*Sama Team Contracting Company
Riyadh, Saudi Arabia (Aug 2024: Now)*

Sales Representative

*Bas Steel Company
Riyadh, Saudi Arabia (Dec 2023: Jul 2024)*

Specialist Purchases

*Bani Limited Company
Riyadh, Saudi Arabia (Sep 2022: Sep 2023)*

Specialist Purchases

*Emaar Al-Delta Trading and Contracting Company
Tanta, Egypt (Oct 2020: Jul 2022)*

Document Controller & Data Entry

*Amanco Company To Move Money
Tanta, Egypt (Sep 2018: Sep 2020)*

Executive Secretary & Document Controller

*Alfaal for Construction Company
Jedda, Saudi Arabia (Aug 2016: Aug 2018)*

Executive Secretary

Project Administrator, Purchases Representative
*Al-Ayuni for Investment and Construction Company.
Riyadh, Saudi Arabia (Jan 2012: Jul 2016)*

Secretary & Data Entry

Panorama Hotel, Tanta, Egypt (Jan 2009: Sep 2011)

EDUCATION

Bachelor's degree in Physical Education,

Department of Management, Graduation 2011
Tanta University, Tanta, Egypt

Certifications

- * License of the international Computer driving "ICDL"
- * Executive secretarial course in organizing time and organizing work.

Programs

- SAP Business One.
- MICROTEC.
- Microsoft Dynamics ERP.
- Odoo