

MOHAMED MOSTAFA DEMERDASH

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 Based in Saudi Arabia | Egyptian National | Muslim | DOB: 31 March 1984

Professional Summary

Dedicated and versatile administrative and operations professional with over 22 years of diverse experience across Saudi Arabia and Egypt in administration, logistics, sales, documentation control, and information technology. Proven ability to lead teams, manage operational workflows, coordinate travel, and implement organizational restructuring initiatives. Strong computer literacy with practical knowledge in document control systems, office software, and multimedia editing.

Key Skills

- Administrative & Office Management
- Operations & Logistics Support
- Documentation & Archiving
- Travel Booking & Coordination
- Sales Management & Customer Service
- Team Leadership & Staff Supervision
- Computer Maintenance & Software Skills
- Photoshop & Video Editing
- HR Support & Departmental Restructuring

Professional Experience

- Administrative Supervisor
- International Associated Cargo Carrier (IACC), Saudi Arabia Sep 2022 – Present
- Full administrative oversight for company operations
- Managed travel inquiries and ticket bookings for all staff
- Restructured internal departments and supervised staff
- Assistant to GM for Administrative Affairs
- GPS Team leader
- Operations supervisor
- Documentation & Admin Specialist

Sons of Sulaiman H. Al Saif for Land Transport, Saudi Arabia Mar 2018 – Sep 2021

- Controlled document access and ensured integrity
- Handled electronic filing and archiving systems
- Supported HR functions and database administration
- Operations supervisor
- GPS Team leader

Alsourayia Company, Saudi Arabia Jan 2015 – May 2017

- Managed retail showroom operations
- Delivered consistent sales growth and customer service
- Sales & Showroom Manager / Salesman

- ❖ Database Data Entry Specialist.
- ❖ Modern University for Technology and Information, Egypt Jul 2007 – Dec 2015.
- ❖ Entered and managed archival data efficiently.
- ❖ Maintained structured databases in the General Archive Dept.
- ❖ Sales Supervisor & Event Coordinator.
Master Promo / Arrow Promo, Egypt 2003 – 2005.
- ❖ Supervised teams during promotional events and exhibitions .
Coordinated with major clients like Nestlé, Supermarkets, and Hotels.
- ❖ IT Club Manager.
- ❖ Egyptian Association for Businessmen, Egypt Feb 2006 – Jun 2007.
- ❖ PR Sales Representative International United Company, Egypt Nov 2010 – Jan 2011.
- ❖ Owner – Computer Sales & Maintenance Office Egypt

Education

B.Sc. in Management Information Systems
Academy of Medina for Administration & Technology, 2005

Certifications

- ICDL (International Computer Driving License), Ver. 4
- Computer Hardware & Software Course
- Computer Maintenance Course
- Adobe Photoshop CS5

Computer Skills

- MS Office (XP, 2007): Word, Excel, PowerPoint
- Adobe Photoshop, Photo Express
- Video Editing: Movie Maker, Video Wave
- Windows XP & Windows 7

Languages

- Arabic – Native
- English – Intermediate (Reading & Writing)