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Al-Khobar



January 31, 1993

EDUCATION

Bachelor's Degree, Business Administration, Human Resources Department
Sadat Academy for Management Sciences, Cairo, Egypt
January 2010 - January 2014

LANGUAGES

Arabic Native

English B2
Upper intermediate

AHMED MOHAMED ZAKRIA

PROFESSIONAL SUMMARY

Administrative leader experienced in business operations and team oversight. Seeks opportunities to improve processes, procedures and practices. Excels with minimal supervision and decisively approaches problems.

WORK HISTORY

April 2024 - January 2025

Al Kayan Al Masy - Sales specialist, Al Khobar, Saudi Arabia

- Developed and implemented sales strategies to achieve revenue targets
- Managed client relationships and identified new business opportunities
- Oversaw the sales team and provided training to enhance performance

November 2020 - March 2024

Mico Live Application - Team Leader, Cairo, Egypt

- Managed the monitoring team to identify and address violations in the application
- Enhanced security protocols and managed KPIs for team performance
- Provided training and guidance to team members

November 2019 - October 2020

Seera - Recruitment Coordinator, Cairo, Egypt

- Designed application forms and coordinated phone interviews
- Ensured candidates attended interviews and assessed their qualifications

March 2016 - October 2019

Raya Contact Center - Trainer Specialist, Cairo, Egypt

- Developed training programs to prepare employees for career advancement
- Created instructional materials and conducted orientation sessions for new hires

June 2015 - February 2016

Raya Contact Center - Recruitment Specialist, Cairo, Egypt

- Managed the recruitment process, including application design and candidate interviews
- Coordinated technical interviews and maintained candidate records

COURSES

- Project Management Certification, Helwan University
- ICDL Certification, Helwan University

- Presentation Skills, Personal Development
 - Communication Skills, Vodafone Egypt, Ain Shams University
 - The Role of Sales in Public Administration, Prof. Jin-Wan Seo, Sadat Academ
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ABILITIES

- Easily adaptable to new work environments.
 - Capable of working in challenging environments with tight deadlines.
 - Enjoy working in a team and eager to learn.
 - Self-confident and motivat
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SKILLS

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|-----------------|--|
| • Communication | • Time management skills |
| • Leadership | • Proficient in Microsoft Office Suite |
| • Presentation | • Windows & Mac OS X |
| • Teamwork | • MS Office Programs |