



Ahmed Mohammed Abou Zied

Document Control

CONTACT

-  Al Nozha –Cairo - Egypt
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PERSONAL DATA

Nationality : Egyptian

Date of Birth : 05/07/1998

Military Status : Done

Marital Status : Single

Driving License : No

EDUCATION

University : Azhar University

Graduation : (2021)

Degree : Bachelor's degree

Major : Islamic civilization

Grade : Good

School : Misr Elgededa - (2016)

PROGRAMS SKILLS

Microsoft Word (Excellent)

Microsoft Excel (Excellent)

Microsoft PowerPoint (Excellent)

Outlook (Excellent)

LANGUAGES

Arabic: Native

English: Very Good

SUMMARY

-Over **+7 years** of experience in Sales Ware & Bags, Conference organizer, accountant in pharmacy & Finally Document Control in Architecture consultant

WORK EXPERIENCE

-EL GABALY ARCHITECTS

07/2023 - Till Now

Position & Job Title: -Projects Document Audit & Head Office Secretary
Company CEO: Dr. Tamer El Gabaly – Ain Shams University.
Firm Category: Architecture & Urban Main Consultant.



-Misr Pharmacies

03/2023 – 07/2023

Position & Job Title: Accountant.
Company CEO: Dr. Mamdouh.
Firm Category: Treatment Organization.



-El Aalamia Group

02/2020 - 03/2023

Position & Job Title: Sales & Marketing.
Company CEO: Mr. Ashraf Abou Zied.
Firm Category: Men Wear Industry.

-Al Marwa Company For Export & Import

08/2017 – 02/2020

Position & Job Title: Sales & Marketing.
Company CEO: Mr. Aly Abd El Aziz.
Firm Category: Student's Bags

RESPONSIBILITIES

- Continuous desire for learning and self-improvement.
- Good communication & leadership skills.
- Pays attention to details.
- Ability to work individually and as an effective team member.
- Ability to perform under high pressure, and use the pressure as motivation to excelling.
- Customer service, building strong relationships, communicating effectively, adapting to changing situations (changing market conditions).
- communicating with customers in person and understanding their needs, listening to problems and solving them without any losses.



CERTIFICATE

OF APPRECIATION



THIS CERTIFICATE IS PROUDLY AWARDED

TO: **Ahmed Mohamed Ahmed Abouzied**

In appreciation of the efforts made and the effective contribution in Collecting and Coordinating the Engineering Documents and Files (Hard & Soft) For the Project (ETAPA SQUARE) in Elsheikh Zayed City. And For Outstanding accuracy in the work ...

Quality Director,

Haitham Halawa

