NAME : AHMED IBRAHEM ZAKI

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PERSONAL PROFILE

An enthusiastic and reliable graduate with excellent communication skills, capable of working both as an effective team member and independently, on my own initiative. Extremely accurate and goal oriented, able to grasp new ideas and develop innovative and creative solutions to problems. Eager to find a position offering vast experience in the field of computer within a suitably challenging role.

PERSONAL INFORMATION.

- **Country:** Egypt
- **City/town :** cairo
- **Gender :** Male
- **Nationality :** Egyption
- **Marital status**: Married
- **Date of birth** : 13th March.1983
- **Holds:** UAE Driving License Issue Date 2007 Fujairah- and Egyptian Driving License

EDUCATION:

Bachelor of Computer Science in Egypt in 2003 Very good grade.

ABILITIES

- Dynamic.
- Hard worker.
- Able to take responsibility.
- Able to work under pressure.

SKILLS

Languages

- Good command of English language. and written.
- Arabic spaek mather languages.

EXPERIENCE :

- *Knowledge of :* Microsoft Office Applications .
- *Knowledge of :* WIN all versions & Web browsing.
- *Knowledge of :* Data backup and scanners.
- A Training course at the Higher Institute of qualitative studies in the languages of the computer.
- A Training course in the maintenance of the devices in the Institute's Research and Information, Cairo University.
- A Training course in the Armed Forces Institute in (Visual Basic) and programming work.
- A Training course in the Elmaadi Training Center of English and Conversation in UAE

JOB EXPERIENCE:

1 - Commercial secondary school teacher for two years. (2003 - end 2005) - (Arab Republic of Egypt)

2- A programmer in the company Miraco Carrier for 3 months of 2005. (Arab Republic of Egypt)

3 - Arab Company for Poultry Production in the Emirate of Fujairah - United Arab Emirates - from 6/5/2005 until now.

JOB DESCRIPTION.

A - The head of the Computer Company "basic function" in addition to work beside them.

B- Follow up and organize the realization of the secretarial .

C- Next to that was appointed official and procurement officer for the company and suppliers and follow up coordination and negotiation with them in the procurement process and prices and access to the most suitable price for the company and the work of annual contracts and monthly by the company's obligations to them .

D- I was transferred recently to the company's stores has been appointed Secretary General of the company's stores (spare parts - gear - Publications - vaccine and medicament - Oil and fuel - and packaging) from 06.20.2010 to date.

E- The work of some programs to make work easier for employees the company, including a program to print checks, invoices oil for the automotive and review invoices, and stores of the company, and program contracts private tower complete and includes checks payable and non payable and follow-up contract ending and the necessary maintenance, and the work of design publicity for the company and reporting anniversary of the company and also some programs that help facilitate the process of work).

JOB DESCRIPTION KEY:

Multi skilled and business minded with an excellent ability to communicate with people at all levels. working in partnership with high level managers in consideration of their departments and training evaluation. responsibilities Develop and maintain a strong influential partnership with managers to provide consistently high quality and best practice support, in all aspects of administration.

- Direct team management ensuring sufficient staffing levels and allocating daily responsibilities.
- Plan and facilitate staff meetings, reviews and training.
- Ensure company systems and procedures followed and documented at all times.
- Act as liaison between all parties both internally and externally.
- Liaise with my colleagues regarding work efforts.
- Administrative human resources, job description, payroll.
- Any other duties as required.

References available upon request.