CV



PERSONAL INFORMATIONS:

- Name: Mahmoud Ali Mohamed Al- Alami
- Nationality: Palestinian
- Date of Birth: 16.12 .1985
- Place of Birth: United Arab Emirates
- Gender: Male
- Mobile Number: +971 50 804 7722
- Email: Mahmoodalami1985@gmail.com

EDUCATION:

2015-2009 University

College of Faculty of Communication – Graphic Design and Multimedia - Sharjah University

WORK EXPERIENCE:

2016 - 2018 Al Raqi map printing

I worked as Printing operation manager

- deal with day to day customer needs
- supervised and handle daily customer requests
- supervised and operate printing on plotters / standing printing and limination
- inbound cash in-charged for daily sales opeation
- handling supplies purchase

WORK EXPERIENCE:

2011-2015 **Sharjah University**

I worked as an administrative assistant
Making messages and reports / Overtime working
Organize files in the department / Section budget work

TRAINING:

2013 **University Training**

Training in the Media Department at Sharjah University - I have been trained to archive university news

CERTIFICATES:

- Computer course certificate with excellent grade
- participation in the Media Committee Organizing and attending sessions of the 5th Sharjah
- University Students' Conference (Towards a Leading Generation)
- HTMAL course certificate with good grade

SKILLS:

- Graphic design
- Plotters and normal printing operating
- Customer services
- Sales &cash handling
- Purchase

SOFTWARE:

- Photoshop
- Illustrator
- Indesign
- Flash
- Microsoft office



OTHER SKILLS:

- Time management and strong organizational skills
- Able to follow directions
- Creative thinking
- Storng communication capabilties
- Able to multi-task and efficiently work under pressure tight deadlines

LANGUAGES:

- Arabic (mother language)
- English (good, spoken & witten)