

Personal Information:

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E-mail: Muhammed.MuhammedRaafat@gmail.com.
Marital Status: Married.
Nationality: Egypt.
Date of Birth: 27\9\1991.
Place of Birth: Dubai (UAE).
Current Position: Research Executive - Quantitative (Government Team) in FEEDBACK MARKET RESEARCH (Since - January 2018).
Last Position: General Accountant and Process Associate (April 2015 – February 2018) in the Head Office (Operations Department) of ALFARDAN EXCHANGE.

Career Objective and Current Responsibility:

I'm seeking a job opportunity in my field where my academic background which I love the most, experiences and interpersonal skills can be applied and further developed. I have the ability to collect and display the data and put plans (stages and steps) for any project with a feasibility study and calculating the cost function and revenue function of the project and expect the total cost until the finishing production and producing the final product. I have started my career with Al FARDAN EXCHANGE as a Teller, and then my managers' final report after 6 months was showing that I am a good learner and over qualified and they can utilize me in one of the main departments, so they have moved me to the Operations Department as a process associate. Now, I am working as an executive researcher with FEEDBACK MARKET RESEARCH, and my current responsibility are summarizing as:

- Ensure the smooth running of research projects from commissioning to final presentation.
- Build a strong day to day working relationship with the clients my team services, actively contributing in meetings and presenting results.
- Continually build technical expertise as a market researcher and apply it to the work I am doing for my clients.
- Assist in developing new business amongst existing clients and identifying and sharing potential customer leads.
- Develop individual job costs, monitor job costs throughout the project and ensure profitability

- Draft and attend business pitches/proposals with senior team members
- Analyze data and provide insights
- Work mainly unsupervised and produce for sign off by line manager
- Preparing questionnaires, Fieldwork materials, Data/Coding specs, Reports and Presentations and Proposals.
- Identify actions/issues that may have cost implications.
- Liaise with operations departments/problem solving/trouble shooting.
- Present all or part of client presentations.
- Travel to client meetings as and when required.
- Develop/manage more junior members of the team.

Professional Experiences:

- Research Executive (Government Team) in FEEDBACK MARKET RESEARCH. (Since – February 2018)
    - Conducting research studies for Government Entities on different types and levels; Community awareness, Employees/Customers Satisfaction, Mystery Shopping and Evaluating media campaigns for federal and local government entities.
    - Good knowledge of Qualitative research and using its outcomes to build quantitative surveys.
    - Analyzing survey's outcomes on statistical bases using statistical approaches to provide a value added and economic advantage for the decision maker.
    - Evaluated research findings and used results to adjust company policies and procedures.
    - Measured correlation between surveys outcomes and determining factors.

- General Accountant and Process Associate in the Head Office (Operations Department) of AL Fardan Exchange. (May 2015 till February 2018)
    - Collect all the correspondent bank and exchange houses of Al Fardan Exchange data overall the world to analyse the revenue and profits based on ROI analysis to clarity the best banks, countries, and channels to invest in.
    - Collect all the correspondents of Al Fardan Exchange details and build a database of all the required information to help the front representative staff to use and provide the best service to the customers.

Educational Qualifications:

- B.Sc. of Economics, Faculty of Economics and Political Sciences, Cairo University (From 2009 till 2013).

- Graduation Date: May2013.
- Graduation Grade: Good (72.58%).
- Miner: Statistics.
- Graduation Project Grade: Very Good (83.33%).

Languages:

Arabic: Mother tongue.
English: Fluent (speaking, reading, writing)

Personal Abilities:

- Ability to Collect information, analyze problems and Make fact-based decisions and Proposes innovative solutions.
- Self-Confidence, Respect Team Work, Leadership Skill, Organizing Skill.
- Excellent Communication Skills and respect or other.
- Excellent Time Management Skills.
- Highly Motivated and Ability to work under Pressure
- Excellent Negotiation Skills.
- Ability to Travel and Reallocation.
- Excellent Presentation Skills.
- Responsible with good emotional intelligence skills.
- Ability to use SPSS and STATA.
- Information Technology: Microsoft Office Programs and Stock Markets Programs.

References:

- Available upon request.