

## Education

Al-Azhar University – Faculty of Arabic Language-Bachelor of Documents, Information and computer

## Work Experience

- SAFIR Company for Tourism in the RED SEA 2008- 2006
- ROYAL Company for designs and ready-made clothes in the red sea - accountant 2008- 2009
- worked in a CMS construction systems and management company as a - warehouse manager 2009-2010
- work in the office of consulting engineers in THE ESG- 2011- 2010
- work in GHABBOUR COMPANY ,HEAD OF ADMIINISTRATION DEPARTMENT 2011-2021

### **JOB DUTIES OF GHABBOUR COMPANY**

- Finishing all the works related to the general services department (scavenging – land scape –transporting workers –buffets)
- All business related to government business
- Ending all work related to HR social insurance
- Working on the Oracle system-
- Receipt of all modern sites in coordination with the facilities management

## COURSES

- Critical thinking
- Work Ethic
- Managing Change
- Emotional Intelligence
- Customer Service
- Leadership And Problem Solving
- Basics Of Excel All These Courses Are At GHABBOUR

## **Mohamed saleh shaban ahmed**

**Administrative affairs manager**

Years Of 10  
Experience in the field of administrative affairs , personnel affairs , government works , administration and employee training

### **Personal Information**

**Born** : 12/8/1988

**Address** :Asyut – Mubarak City

### **Contact**

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01208135554

[mbo5050msh@gmail.com](mailto:mbo5050msh@gmail.com)

### **skills**

Microsoft office - word & excel and PowerPoint

Solving - problems

fast - handling

### **Languages**

Arabic  
English

