

Mohammed Abdullah Salem Gomaa
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Objective

I'm looking for a suitable position under Business Development, Administration, Operations, Cash Management, purchasing, Collection department and Customer service.

PROFESSIONAL EXPERIENCE

Organization : Buzwair Industrial Gases Factory-Qatar
Doha - Qatar
Designation : Collection department manager.
Period : Feb 2017 onwards
Reported To : General Manager

Organization : UAE Exchange-Qatar
Doha - Qatar
Designation : Asst Manager/Accountant/Supervisor.
Period : Jan 2013 onwards
Reported To : General Manager

Organization ;Sea magic flash international hotel Sharm elshaikh -EGYPT
Designation ;Purchasing S.V From 2009-2012

Organization :Royal grand azur hotel Sharm elshaikh -EGYPT
Designation ;Purchasing S.V From 2007-2009

Organization :RADISSON BLU HOTEL Sharm elshaikh -EGYPT
Designation ;Purchasing CLARK From 2006-2007

ACADEMIC QUALIFICATIONS

- Graduation: Bachelor of Commerce
- General degree: very good with honor

- Higher secondary School(Plus four-Commerce)
- Diploma in M.S. OFFICE from CTC.
- Diploma in English from Rezedor Company.

COMPUTER SKILLS

- Well versed with Microsoft Word, Outlook, Windows, MS-DOS and common computer Utilities / Applications.
- Ability to learn computer applications / software independently.
- Typing Speed of 30-40 words per minute in English.

TRAINING AND SEMINARS ATTENDED

Name of the Training Program : Anti-Money Laundering

Date of the Training Program : 20-Jun-2013

Conducted By : College of the North Atlantic Qatar

Name of the Training Program : Customer Service Companies

Date Of Conducted : 16-April-2014

- **Name of the Facilitator** : Mr. Enid Strickland
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- **Conducted By** : College of the North Atlantic Qatar
- **Name of the Training Program** : Material control and procure system.
- **Date Of Conducted** : 10-Augut-2008
- **Name of the Facilitator** : Radisson Blue
- **Conducted By** : Egypt

Summary of Qualifications

- 12 years of Gulf Administration, operations, Marketing, Sales co-ordination & customer services experience under largest Money Exchange company
- Exceptional analytical problem solving and decision making abilities with diverse expertise in all aspects of office administrative and financial activities.
- A dedicated Team leader , known for taking initiative to address issues and develop solutions that improve daily operational flow and team effectiveness.
- A flexible professional who enjoys learning new skills and quickly

adapts to organizational changes

- Enthusiastic, friendly attitude, hardworking, a quick learner who can inspire and motivate team members, can manage multiple priorities and perform under pressure in a fast paced dynamic environment.

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- Holder of valid **Saudi Driving License**.

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- PERSONAL DETAILS

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- Name : Mohammed Abdullah Mohammed Salem
 - Contact Number : +966 0568026125
 - Present Address : Saudi, Riyadh
 - QATAR Date of Birth : 4th Oct 1985- Saudi/Taif Marital Status : Married
 - Religion : Muslim
 - Nationality : Egyptian
 - Languages Known : Arabic, English.
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