

Mohamad Allan

Dubai UAE
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Age: 33 years, Single



SUMMARY

I'm intelligent, energetic, confident, able to learn quickly and reliable outgoing character that seeking for a very advance, challenging and responsible position in your company that can involve me in the team and improve my skills.

WORK EXPERIENCE

- | | |
|---|-------------|
| Minimarket
Syria,Lattakia
Sales Supervisor
Manage the sales , proactively and reactively assisting customers with questions, concerns, and item purchases. | 2013 - 2014 |
| Ninar Cafe
Syria,Lattakia
Supervisor
Managing of purchases'operations, customer orders and insure customer satisfaction. | 2015 - 2016 |
| Alfarwi Bakery
Syria,Lattakia
Manager
Managing of making breads and pastries considering high quality and creating new products.
- Supervising Stocktaking of nonfinishing goods in daily basis.
- Supply our products to the restaurants and following up the cash collection from them.
- Receiving the cash receivabls from cashiers on daily basis.
- Preparing the payroll, and handing salaries to staff on weekly basis.
- Following up the rent contracts of staff accommdition.
- Finding the solutions of all operations problems.
- Preparing the income statement and, handing the net income in cash to the owner on monthly basis. | 2017 - 2019 |

EDUCATION

- | | |
|--|-------------|
| Undergraduate in Faculty of Archeology and Museums
Damascus University | 2006 - 2008 |
| Undergraduate in Arabic literature
Damascus University | |

COURSES & CERTIFICATIONS

ICDL Certificate - Syrian Computer Society

LANGUAGES

- Arabic - Fluent
- English - Basic

SKILLS

- Self-management and team management .
- Effective commionication and interpersonal skills.
- Hard working, and ability to work under pressure.
- Organization,time management, and multitasking abilities.
- Ability to grasp new concepts quickly.
- Ability to proactive thinking and set clear and achievable goals.

ADDITIONAL

Technical skills , Microsoft office; Word , Excel and power point

INFORMATION