**COVER LETTER**

I am writing in reference to potential employment at your company. Please find enclosed my resume for **organization Development Specialist** position. The opportunity presented by your company is very appealing and I believe that my experience and background will make me a competitive candidate for a position with your company.

As you can see in my resume, I bring to the table a broad list of experience and qualifications covering a full spectrum of administrative duties, including administrative and executive support, customer service, computer skills, office management, technical writing, data entry, imaging and document preparation, contracts, travel/meeting coordination, account management, and project / program support. I believe that I could make a significant and valuable contribution in your company.

I have a proven reputation, with a consistent history of exemplary performance reviews and recognition for excellence in customer service, implementing new ideas, loyalty, dedication, and improving the efficiency and workflow of office systems and processes. I am very detail-oriented, possess excellent communication skills, have a positive attitude, and am able to effectively manage multiple high-priority assignments and develop solutions to challenging business problems.

I enjoy difficult, challenging tasks, which require hard work and perseverance. Self-motivation along with self-supervision and independence has been a constant in all of life as well as integrity, loyalty and a competitive spirit. I take pride in being a dedicated, hard-working individual who thrives in an environment of constant progressive learning and advancing improvement; furthering and bettering not only myself but also those who depend upon my judgment and skills to complete the tasks assigned.

I would greatly appreciate the opportunity for an interview to discuss how my abilities and experience will be helpful in accomplishing your goals. At this time, I look forward to speaking with you about this employment opportunity.

Respectfully,

Mahmoud Mokhtar

MAHMOUD GAMAL MOHAMAD MOKHTAR

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 Alexandria, Egypt

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| **objective** |
|  | Work under stress, adaptable ,work for afull-time,discreet,persuasive,risk-taker,self-confident,reflective , enthusiastic ,strong work ethic, problem solver and outgoing |
| **education** |
|  | 2016-Now Arab academy for Banking and Financial Siences -Master in business administration (Marketing)2001-2006 Alexandria University Alexandria, Egypt * Faculty of Commerce, accounting Dept.
* Grade: pass
 |
| **skills** |
|  | **Computer Skills:(ICDL courses)from Arab Academy,****(BBSA)from FGF*** Excellent Knowledge of windows
* Very Good Knowledge of word
* Good knowledge of spreadsheet
* Fair Knowledge of database
* Good knowledge of PowerPoint
* Good knowledge of internet

**Language Skills: (Professional Conversation Courses) from Syllabus Academy*** Native language Arabic
* Good command of both written and spoken English
* Professional English language conversation

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|  | * Mar.07-jun. 07 Basic Business Skills Acquisition (BBSA) Birltez

Sponsored by the Future Generation Foundation (FGF) *Training** Developed Language and Computer skills
* Enhanced Presentation & project development skills
* Acquired basic business skills including: marketing, sales, banking, accounting, business correspondence and report writing.
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|  | * Feb. 07-May 07 International Computer Drive License (ICDL) Arab Acadmy
* Mar 2013-Apr2013 Executive Secretarial& Office Management Diploma Alexandria university

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| **Work Experience**  |

* Feb 2016 – Now Egypion Real State Group Marketing Team leader
* Allocating tasks to staff
* Ensuring the performance of the staff is of a high standard
* Reporting to management
* Organising holidays and training
* Discussing and resolving problems
* Carrying out performance reviews

 * Jan 2014 – Dec.2015 Sutherland Global International ( Schlumberger Account)

 Customer services agent at Globel journey management center (oil field services)* -Frist Aids Course.
* -driving Safety Course .
* -Accident analsyis course.
* -driving point system course.
* -Fleet Manager professional user
* Dec.2011 – jan. 2014 M- Tours & Mokhtar’s Resturant As Private business owner

 * **Leadership**
* **-Management**
* **-Business Ethics**
* **-Employee Morale**
* Jun.08-Dec. 2011 Z-Aviation Services As Passenger handling officer
* -Flight dispatching for all aircrafts types.
* -Lufhansa Dingurous goods course.
* -Passenger handling services course.
* July05-Jun.08 Trans Misr Shipping and Clearing As Documentation(import department)
* -Customs broking traning .
* -Dangerous goods traning .
* -Reguleted air cargo course
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| **Interests** |
|  | * Searching at the Internet.

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| **Personal Information** |
|  | Date of Birth: 9/2/1985 Marital Status: married Military Status: Exempted |