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