

Ahmed Jalal Mohammed

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EDUCATION

Expected 06/14 MANSOUR UNIVERSITY

EXPERIENCE, PROJECTS & ACCOMPLISHMENTS

- 06/13 – 09/13 **TALEB'S TOURISM COMPANY**
Customer Service Representative
- Assist clients in booking system and cooperating with others to provide better service.
 - Customer services such as answering customer inquiries on the phone and email.
- 03/2013 **MUTANABI STREET FORUM**
I volunteered in the forum of AL Mutanabi Street about the accomplishments of the graduated journalists in the field of their work.

SKILLS

- Research – I have extensive research skills using the internet and university library.
- Time Management – I understand time management skills that allow me to take care of responsibilities quickly.
- Basic English – I have studied English in school since 9th grade and can read and write.

TECHNICAL SKILLS

- Microsoft Office: Word, Excel, PowerPoint – Advanced User
- Internet, Email, Facebook

ACTIVITIES & INTERESTS

- Painting
- Fixing Cars
- Reading

REFERENCES

Mr. Firas Mohammed
Manager, Taleb's Tourism Company
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Dr. Noor Ahmed Mohammed
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