



MOHMED ALI

Branch Manager

Egyptian

Riyadh, K.S.A

14-10-1981

male

islamsky40@gmail.com

+966502750506

PROFILE

A result-oriented team player/leader with more than 8-year experience in Management and Customer Service

EDUCATION

1999 → 2003

Cairo University, Egypt English Dept.

BA of Arts and Education

WORK EXPERIENCE

09-2020 → present

Tera Ninja Company for Programming Applications and Websites

Riyadh Branch Manager

-Team building and management

-Marketing (lawyer system -TeraSchools for E-Learning system - Mobile apps programming)

04-2017 → 09-2020

Hadif Platform (Al-Majd Satellite Channel)
www.hadif.tv

Corporate Member & Customer Service Supervisor

- Create, manage and operate an application customer service team (five female employees in Cairo) and write progress reports.
- Responsible for the work of broadcasting schedules for 12 TV channels, making return to the company in Britain, following up on the operation and writing reports about the workflow.
- Monitor operation work, follow up on problem solving, and report quality of processing.
- Project management duties.
- Acting responsibilities of the Project Manager in case of long leaves or accidental absence.

02-2012 → 05-2016

Royah Center for Social Studies
Office Manager

- Office Manager For General Manager of Royah Center for Social Studies (Sheikh Dr. IBRAHIM aldayesh, distinguished figure in the Arab and Muslim world)
www.islamsky.net
- Coordinate and arrange all related tasks (internal and external invitations, domestic and intentional flight/hotel reservations, meetings, TV programs, day-to-day workflow, etc.)
- Marketing, Sales and Customer Service (BOOKS). Approximate income of SR 70,000.
- Marketing of training courses. Approximate income of SR 262500.

02-2007 → 02-2009

Al-Jazeera International Academy
Office manager (Deputy General Manager Office)

- The main contact point between the Deputy General Manager and all sectors and departments of Academy (six branches - media - etc.)
- Administrative Supervisor of Jeddah branch
- Administrative Supervisor of Dammam branch
- Dealing with advertising and marketing representative (newspapers, magazines, e-marketing, mobile messaging, etc.).
- Responsible for the Academy's Exhibition at the 23rd National Festival for Heritage and Culture (Janadryah) (Year 1429).
- Contribute to the project with additional service for customers with several institutions (Arab Oud Al-Ghazal Watches, Body Master for bodybuilding, and others).
- Responsible for the exhibition, Al-Azizyah Mall, which was held in Riyadh.

PERSONAL SKILLS

- ✓ Able to work on my initiative or as part of a team
- ✓ Managing tasks and problem-solving skills

- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Analysis and Decision-Making skills
- ✓ Experience in all areas of Riyadh
- ✓ Own a car and a saudi driver's license
- ✓ Also experience in e-commerce

TRAINING COURSES

- Customer Service 2009
- Creative Thinking 2010
- Communication skills 2010

REFERENCES

-Abdulazez Tayseer 0500074948 Project manager Al Majd Satellite Channels