



## Curriculum Vitae

Muhammad Wagih Ibrahim

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### ❖ *Education*

#### Zagazig University

Collage: Technology and Development.

BA: Financial and administrative sciences.

Program Marketing technology and E-commerce

Graduated: 2018

Grade: Good

### ❖ *Courses*

Business skills - sales and marketing

Human development

Soft skills and employment skills

English course

ICDL

## ❖ *Languages*

Arabic: MT.

English: Reading, Writing, listening (Good).

## ❖ *Skills*

Windows and internet (V. Good)

Ms Office (V. Good)

Good communication

Ability to work under pressure.

Self-Motivation.

Multitasking.

Troubleshooting.

Negotiation Skills, Leadership Skills.

Teaching& Learning new things.

Have driving license.

## ❖ *Work Experience*

**Cost control clerk in hotel and restaurant Management Company (July, 2021 to present)**

\*Responsibilities:

Enter the invoices in system, do inventory in company branches and store, enter inventory in system, do transfers from store to branches, depite money for suppliers in bank, cash a checks for company.

**Receiving Clerk in Al Baron Hotel Heliopolis (Feb, 2021-July, 2021)**

\*Responsibilities:

Receiving goods from suppliers, checking expiration date and Quantity and cost from invoice enter data on system and do inventory for store, opening witness with general cashier morning.

Stores Keeper in medical supplies company (Dec, 2019- Aug, 2020)

\*Responsibilities:

Receiving shipments from china and other countries, checking the expiration date, keep the store organized, sometimes deliver the goods to customers and take the money for delivery in the company, sometimes delivery of orders to hospitals.

**PLEASE DO NOT HESITATE DO ASK FOR FURTHER REFERENCES**

**FINALLY, I WOULD LIKE TO THANK YOU FOR YOUR TIME READING MY C.V, HOPPING TO COPE WITH YOUR  
RESPECTABLE COMPANY NEED POTS.**

