



**Nasr Abbas
AbdElkawy**

Personal information

Date of Birth: 20 Aug 1986

Nationality: Egyptian

Marital status: Married

Gender: Male

Military statue: Exempted

Experience

From Feb 2011–To May 2014

General Cashier • Elmadina Elmonwora Restaurant

From June 2014–To Dec 2015

Customer Service • Data Entry • Etisal international

From June 2015–Till Now

Sales Contracts & Operations DEP • Contracts Administration Supervisor • TatweerMisr



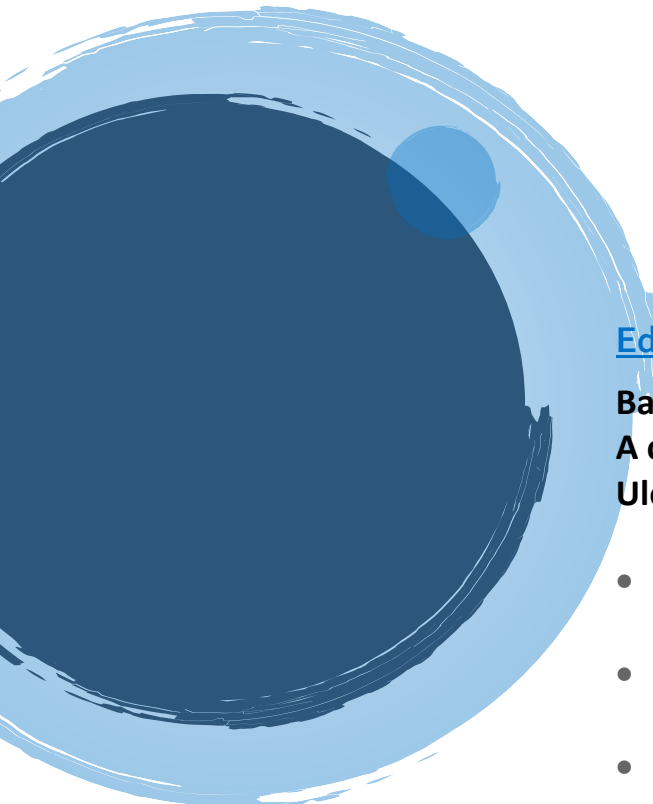
01119476581



Nasrabbas2020@gmail.com

-Description of My work

- The work of sale's contracts & Modification Contracts
- coordination of drawings for projects after receipt from the Department of Engineering on Pdf program and Photoshop Program and PowerPoint
- coordinate the Master plane for each project to put them in contracts appropriately and work of the sales schedules for each project on the Excel program
- Review the contracts before signing from The Clients.
- Guide and lead the Contracts Department in the New Cairo branch and Zamalek branch under the



supervision of the Director of Contracts Department

Education

Bachelor of Arts -Faculty of Arts - Ain Shams University
A course in Arabic language skills from the Faculty of Dar Al Uloom, Cairo University

- **Diploma in Human Resource Management from Cambridge University**
- **Microsoft 2013 course) Word, Excel , PowerPoint ,outlook)**
- **Good work with PDF**
- **Working with Photoshop**
- **Good work with Email & internet – Windows**

Objective

It gives me pleasure that you will find me a job that meets my ambition my dynamic personality for great strong and fast-growing company.

References

[Available upon request.]

