**Ahmed Mohamed Refat** 

**PERSONAL DETAILS**

Residential Address: Dubai. U A E

Mobile: +971 56 7955363

Date of Birth: 1 Aug 1985

Nationality: Egyptian

Email: ahmed\_rafat36@yahoo.com

**CAREER OBJECTIVE**

To expand skills and experience within the administrative department of an international company.

**EDUCATION HISTORY**

May 2002 - 2006 faculty of arts

Bachelor of Arts, Department of Psychology

Zagazig University

Expected graduation: Oct 2006

**WORK EXPERIENCE**

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| May 2013- CurrentFeb 2009 – Dec 2012Dec 2007 – Dec 2008 | **Eastland international tourism Dubai http://www.eastland-tourism.ae** *Administrative and Visa Consultant & (pro).*Responsibilities and achievements:My responsibilities include-Providing UAE Visa assistance for 14 days, 30 days to all nationalities-finish all government transactions relating to the Department of Immigration and Foreigners Affairs- work with all government departments- prepare all documents to apply for employment visas, residence visas for employees-Process and renew of permits and licenses including trade license, chamber of commerce certificates of registration, civil defense certificate for the company etc. -Dealing with corporate clients worldwide in order to provide packages for individuals, families and groups intending to visit Dubai, UAE-Promoting our Tours on Social Networking web and placing them on offers as Travel Deals.**New Sabi Company for General Contracting (Siemen's) Cairo, Power plant construction.** As Financial and administrative officer siteResponsibilities and achievements:* Assisted in the work of site-specific accounts
* Assisted in the providing all the requirements of the site and the requirements of building materials and living.

**Coral Beach Rotana Resort Cairo**.As a witter  |

**SKILLS AND CERTIFICATES**

**Computer Skills:**

* Microsoft Office applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced
* Microsoft Office Document Imaging and Scanning - Advanced
* Acrobat Reader – Intermediate

**Language Skills:**

* Arabic: Mother Tongue
* English: reading and writing skills

**Other:**

* I have a Egyptian driving license 2010

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines
* Excellent oral and written correspondence with an exceptional attention to detail
* Highly organised with a creative flair for project work
* Enthusiastic self-starter who contributes well to the team

**REFEREES**

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| --- | --- |
| Mr Mustafa Othman*General Manager***New Sabi Company for General Contracting** Cairo.heliopolisPh.: +201222151914 | Mr Abd-el-Kader ammari*General Manager***Eastland international tourism** Dubai U.A.EPh.: + 971507262719Fax: +97142504337Email: info@eastland-tourism.ae |