**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- Current  Feb 2009 – Dec 2012  Dec 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 site  Responsibilities 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.heliopolis  Ph.: +201222151914 | Mr Abd-el-Kader ammari  *General Manager*  **Eastland international tourism**  Dubai U.A.E  Ph.: + 971507262719  Fax: +97142504337  Email: info@eastland-tourism.ae |