

Mohammed Mahmud Mohammed Abdel Fattah  
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## Objective

looking to work in a leadership company which has wider extensions in export.

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## Key Technical Skills

Adobe Photoshop

Microsoft Word

Outlook Express

Adobe Acrobat

Microsoft Excel

Microsoft PowerPoint

Egyptian Customs database

Microsoft OneDrive

Nafeza Platform

E Invoicing System

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## Career Summary

### 2004 Translator and import specialist

Worked in **Zehiry import & Export Company** which importing Furniture accessories, participated to import "Motorcycles and its spare parts" to company scope, achieved a good business and got the agency from some Chinese companies.

### 2006 Import and export specialist

In **El Gallad Furniture Factory**

- receiving projects and orders from clients through email and follow all details until submitting orders and issue all documents from company and revise shipping documents issued from shipping agency before sending to the client .
- Participated with company team to achieve Iso certificates ( ISO 9001 , ISO18001 and OHSAS 18001). Also perform all requirements for temporary release system for imported materials
- Attended the training of Export Support fund Program to be the representative of the company from June 2021

2008 Part time in **Zo El Noreen** importing beech wood from Romania and Croatia

2012 part time in **El Hegy** importing Ceramic Tiles from China

2014 in **Fayed import and Export and Clearance office**

- revising all shipping documents in imported and exported orders
- Clearance process and all documents circle and attended the clarence training from Customs authority

### 2016 ( till now) Import and export specialist

In **El Gallad Furniture Factory**

- All Import and export department requirements and Nafeza records
- Issuing export invoices on E invoicing system
- Participated in placing the system of painting and coloring from ICA Italy

## Tasks outside the office

- Canton fair in China on Oct. 2005
  - Furnex fair in Cairo on June. 2006
  - Furnex fair in Cairo on June. 2007
  - Furnex fair in Cairo on June. 2008
  - Furnex fair in Cairo on June. 2009
  - Furnex fair in Cairo on June. 2010
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## Courses Attendance

- Attended and completed the course of requirements of Market Profile from FTTC



- Attended and completed the course of requirements of Export Basic from FTTC



- Attended and completed the course of requirements of Custom Clearance job Professional



- Attended and completed the training of Export Support fund Program on June 2021 on Egyptian Furniture Export Council Cairo



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## Formal Qualifications

License in Faculty of Education English department

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## Personal Details

Date of Birth: 28/09/1979

Languages: Arabic (mother tongue) & English (fluent)

Nationality: Egyptian Health: Excellent; non-smoker

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Have a car

References are Available on Request