

# ASSEM MOUNIR



## INFORMATION

- AD 1993
- 0570359336
- Aseem.monir222@gmail.com
- Riyadh- Saudi Arabia

## RESPONSIBILITIES

- English fluency and Communication
- Data analysis and statistics on Microsoft
- Documents Controller
- Projects Reporter and Presenter
- Problem-Solving and Supplying desk
- Logistics and supply chains
- Projects Management
- Outsourcing technical support
- Operational procedures and supervision
- Passion for acquiring new knowledge to my experience as time

## EDUCATION

### NILE ACADEMY FOR SCIENCE AND TECHNOLOGY

Egypt

Bachelor's Degree in Business Administration and Information Systems  
2013 - 2017

### LONDON SCHOOL OF BUSINESS ADMINISTRATION

A school United Kingdom based (UK)  
Business Management Program  
2023 - 2024

## PROFILE

I am an efficient and confident administrator, Data analysis statistically, Projects Analysis, and Projects Controller & Reporter with demonstrated experience working in the logistics and supply chain industry.

## EXPERIENCE

### PROJECTS ESTIMATION TECHNICAL AND FINANCIAL MANAGEMENT

Asiaf Company for Development and Operations

Riyadh - Saudi Arabia

August, 2023 - Present

- Ar/En Technical Proposal & Financial for Tenders on Etmaad or other private sectors and contractual estimation
- Prepare Technical Proposals and Engineering/Maintenance plans.
- channels and escalate issues, according to project work plan.
- Coordinate internal and external resources to ensure that projects adhere to scope, schedule, and budget.
- Plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way ( Including Technical and financial letter).
- Analyze project status and, when necessary, revise the scope, schedule, or budget to ensure that project requirements can be met.

### OUTSOURCING TECHNICAL SUPPORT AND CS OF CANADAIN INTERNET CARRIERS (ROGGERS AND TELUS)

[NOTE: THE COMPANY DOESN'T GRANT EXPERIENCE CERTIFICATION LESS THAN 5 YEARS]

Concentrix International Outsourcing

May, 2021 To Aug, 2021 (Paid Training) - January, 2023

Smart Village - Egypt

- Troubleshoot all technical issues that were related to Telecommunications
- Administrate customers' accounts on PCS CRM Python Coding
- Setting up with Technicians to visit customers at homes [In Toronto]

### CH Carnival for Import and Export

Talkha - Egypt

Dec, 2017 - Feb, 2020

- Logistics services from A to B [ Suppliers to Warehouses]
- Supervision and keeping up credentials process of shipments
- Create strong relationship with suppliers and cost control of materials



**LONDON  
SCHOOL OF  
BUSINESS  
ADMINISTRATION**

**This is to certify that  
ASSEM MOUNIR MOHEB GADALLAH  
has earned**

**THE CREDENTIAL OF  
BUSINESS MANAGEMENT**

**based on the successful completion of the  
following mandatory courses in the Business  
Management Programme:**

- Introduction to Business Management**
- Strategic Management**
- Operations Management**
- Business Law**
- Financial Accounting**
- Human Resource Management**
- Business Ethics and Social Responsibility**
- Principles of Marketing**

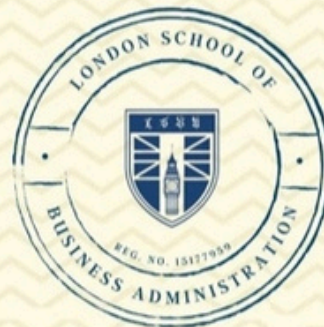
**London, United Kingdom**

*Michael Smith*

**Executive Dean**

*Nicholas Wilson*

**Registrar**



**Seal**

**Date of issue  
14.12.24**

**Certificate No.  
15164-173-421-3813**



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<https://londonsba.org.uk/verification>



**LONDON  
SCHOOL OF  
BUSINESS  
ADMINISTRATION**

**This is to certify that**

**ASSEM MOUNIR MOHEB GADALLAH**

**has earned an Advanced Professional  
Certificate in**

**BUSINESS MANAGEMENT**

**based on the successful completion of the  
following mandatory courses in the Business  
Management Programme:**

- Introduction to Business Management**
- Strategic Management**
- Operations Management**
- Business Law**

**London, United Kingdom**

*Michael Smith*  
**Executive Dean**

*Nicholas Wilson*  
**Registrar**



**Seal**

**Date of issue**  
03.11.24

**Certificate No.**  
15164-173-065-2594



The authenticity of this document may be verified at:  
<https://londonsba.org.uk/verification>



# Certificate

*This is to certify that*

*Assem mounir moheb sadek gadallah*

*Has Completed Successfully the Training program in*

*Essentials of TOEIC Test*

*During the period 26 / 2 / 2017 to 27 / 4 / 2017*

*Grade: pass*

*Center Director*

*Amal Khabab*

**Total Hours: 20**  
NILE ACADEMY CENTER  
Academy-President

**Nile Academy Center For English Language Services**

# CH CARNIVAL

Tech Agency For Importing and Exporting

February 12th, 2020

"Assem Mounir"

Former Employee  
"Digital Marketer"

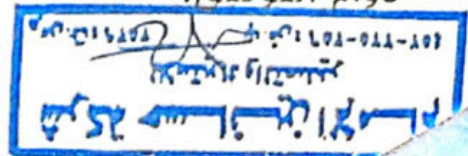
High Rd, intersection  
of Nabroh and  
Talkha, Mansoura,  
Egypt

To whom it may concern, we certify that Mr. Assem Mounir Moheb Sadeq Gadallah worked for CH Carnival from December 15th, 2017 to February 12th, 2020 in position of "Digital marketing & Media Buyer", as we found him too dedicated for the job and a cross-functional employee throughout his duration of appointment.

He left this position on Wednesday February 12th, 2020 on good terms with the staff and the administration for his own business and decision, we accepted his request to resign wishing him the best.

لمن يهمه الأمر، تشهد شركة CH Carnival بأن السيد / عاصم منير محب صادق جادالله قد عمل لدى الشركة في الفترة بين 15 ديسمبر، 2017م إلى 12 فبراير، 2020م - "مسوق إلكتروني".

وتشهد الشركة على حسن سلوكه وتفانيه في العمل حيث قرر ترك الوظيفة وطلب الاستقالة يوم الأربعاء الموافق 12 فبراير، 2020م لأسبابه الشخصية ولقد قبلت الإدارة خطاب الاستقالة متمنين له دوام التوفيق.



Hiring Manager/chairman:  
Eng. Hasaneen Abdulbassed  
P: +201050044435

Cairo, September 17<sup>th</sup> 2021

To whom it may concern,

This is to certify that Mr. **Assem Mounir Moheb Sadek** has been employed at Convergys company of Concentrix International Egypt since **May 10<sup>th</sup> 2021 Till Aug 21<sup>th</sup> 2021**.

During This period at Convergys Mr. **Assem** worked in the capacity of Support Professional **May 10<sup>th</sup> 2021 Till Aug 21<sup>th</sup> 2021**.

His job duties were as follows:

- Apply basic working knowledge of systems, procedures, customers, products and processes to perform assigned functions with moderate reliance on others for direction.
- Work requires some judgment but is performed primarily according to standard procedures with close supervision
- Provide responsive and competent customer support within a call center environment. Ensure that all customer issues are resolved at the first instance.
- May respond to customer inquiries by referring them to published materials, secondary sources or more senior staff.
- Continuously work for exceptional customer experience, resulting in high customer satisfaction scores.
- Deliver and exceed customer-specified service levels for handle time.
- Learn, understand, retain and regularly update and demonstrate product/process knowledge.
- Track, document and retrieve information in call tracking database.

This certificate has been issued upon his request with no liability on the part of the company.

For Further Information, please do not hesitate to contact [ML.Cairo.HR@Concentrix.com](mailto:ML.Cairo.HR@Concentrix.com)

Thanks, and best regards,

Maha Soliman  
Human Resources Manager

