



# Mahmoud Elkhodary

## Business Administration

### CAREER OBJECTIVE

A senior Public Relation Officer Military Work and Business Development Manager with several years of experience in construction field. Throughout my experience, I have worked with different clients across UAE such as Command of Military Work & Abu Dhabi Commercial Engineering Services. Seeking career growth in different fields & expanding my knowledge.

Knowledge in Business Administration. I am excellent in working with others to achieve a certain objective on time and with excellence. To work in a dynamic environment with growth potential where creativity, team spirit and hard work is appreciated. Where I can contribute in achieving professional goals in Business Administration

### CONTACT

MOB. Number  
00971567823567 MOBILE  
00971563255313 whats up  
00201017859731 Egypt

EMAIL:  
[absat2006@hotmail.com](mailto:absat2006@hotmail.com)

### PERSONAL INFO.

Date of Birth: 17<sup>th</sup> Jan. 1987  
Marital Status: Married  
UAE Driving License: Yes  
Nationality: Egyptian

### LANGUAGES

Arabic: Mother Tongue English:  
V. Good

### EDUCATION

#### Bachelor of Commerce, Business Administration

Workers University Egypt, city, Ismailia.

Completion Date: May 2010 BA(V  
good)

### WORK EXPERIENCE

#### Al Bader General Contracting Est. UAE- Abu Dhabi [Business Development Manager & Public Relation Officer (Military Work)]

jun 2013 – August 2023

Executed the registration of the company in all governmental agencies & real estate agencies such as Command of Military Work (CMW), (Presidential Guard Command), (CICPA), Traffic Management Center (TMC), (DOT), (ADNOC), (Musanada), (Ministry of Finance ABU DHABI) & (SEHA) etc.. To participate in tenders

\*Handled the company's employees and assets affairs such as residential, medical, insurance & registrations.

Public Relation Officer (PRO) defense military sites (CMW) :

The registration of the institution in the military works and the security office of military permits and the registration of contracts with the Office of Security of military permits and the issuance and renewal and termination of permits to enter the military sites to carry out the construction and maintenance and issuance of innocence project.

Public Relation Officer (PRO) (CICPA) : Registration of the organization in the Critical and Issuing and renewing registration and entry cards for military site

(Managerial): Performing the administrative charge d'affaires of writing letters and answering correspondence and work spreadsheets

\*Reviewed constantly the customer feedback and then suggested ways to improve the processes and customer service levels which increased the satisfaction rate from 79% to 90%

\*Ensured that new clients will grow into a loyal customer base in a specialist niche market by implementing a new loyalty program.

## **Maximum Hardware. Egypt- Cairo [IT Services & Sales]**

April 2011 – April 2013

- \* Served customers by selling products and meeting customer needs.
- \* Serviced existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- \* Informed management by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- \* Installed & maintained hardware & software

## **Samir Saleh Accounting Office. Egypt- Cairo [accountant under training]**

Feb 2010 – Mar 2011

- \* Training on how to set restrictions and carried over to the ledger and preparation of profit and loss and the preparation and submission of reports and the introduction of restrictions programs accounting and work program of Amin to handle and organize calculations and excel to prepare for the equations accounting and extraction of accounting reports and how to prepare a budget accounts.

## **COMPUTER SKILLS**

---

Platforms:

Microsoft Office 2003, 2007, 2010, 2013, Internet , Google Utility

\* Windows 7/8/8.1/10/11, Windows Server, , (OS, Android, IOS . Data Analyzing. )

\* A training course in the field of space include (Total station-Auto level-AutoCAD-AutoCAD Civil

3d- Surfe).

ICDL course in AI- Kateb EI- Masri center )

\* HR course Canadian center.

## **CERTIFICATES**

---

ICDL From ministry of communication in 2011 .

HR Diploma From Canadian center in 2011 .

## **References:**

Khaled Mohammed

Job Title: General Manager

Company Name: Al Bader General Contracting Est

Phone Number: +971506437242

Mustafa Ali

Job Title: General Manager

Company Name: Sun Towers General Contracting Est.

Phone Number: +971 551016074

Waleed Mustafa

Job Title: Project Manager

Company Name: New horizon and Al mojil llc .

Phone Number: +971528612000