MOHAMED **QWISHA**

Assistant Administrator

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Mohamed Qwisha
Osim City., Giza Egypt

SUMMARY

Assistant Administrator enthusiastic about digital marketing, digital transformation, and e-commerce, with a strong foundation in business development and marketing. Eager to learn and adapt to the digital landscape, proficient in core marketing principles, and committed to continuous growth. Actively seeking opportunities to expand expertise under mentorship, with strong communication and problem-solving skills. Dedicated to staying updated with industry trends and contributing positively to digital initiatives.

EDUCATION

Workers University
Bachelor's Degree in Business Administration
2015 – 2019

Arab Academy
Master's Degree in Business Administration
2021 – 2023

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously

CERTIFICATIONS

- Introduction to Artificial Intelligence (AI) Certification
- Mastering The Art of Achieving Certificate
- Python for Data Science, AI & Development Certificate

PROFESSIONAL EXPERIENCE

Store Keeper
Al Marasem International | 2018 - 2019
- responsible for receiving, inspecting, and storing incoming shipments, ensuring accuracy and organization. They pick and pack items for outgoing orders, maintain accurate inventory records, and ensure the cleanliness and safety of the warehouse space. Additionally, they may operate material handling equipment and collaborate with other staff to fulfill orders efficiently while adhering to safety protocols.

Cash Center
Fawry Microfinance. | 2021 - 2023
- Managing daily cash transactions, including deposits, withdrawals, and transfers, to ensure accurate recording and safekeeping of funds.

mobica.
mobica. | 2023 - 2024
He worked in the receiving and distribution department as a furniture product delivery representative at Mobica Integrated.

Treasury Accountant
IGOS. 2024 - Present
Treasury Accountant skilled in cash management, transaction processing, and financial reporting using ERP systems. Detail-oriented with experience in daily and monthly report generation, ensuring compliance and efficient cash flow control.”

Business Development Intern
Coursera | 2024 - Present
- Beginner business development skills entail effective communication, market analysis, and negotiation. Communication skills involve conveying ideas clearly, while market analysis requires identifying trends and opportunities. Negotiation skills are crucial for securing deals beneficial to both parties.