


PERSONAL INFORMATION



Mahmoud Kamel Mohamed Sayed Ahmed

 Corso Svizzera 43, 10143 Turin (Italy)

 +39 366 159 37 96

 mahmoud_k78@yahoo.com

 Skype mahmoud_k78@yahoo.com

Sex Male | Date of birth 15/01/1978 | Nationality Egyptian

JOB APPLIED FOR

Insurance, Fleets, Sales, Procurement, Logistics, Transportation, Facilities, Maintenance and Workshops Management

WORK EXPERIENCE

Jun 2014–Nov 2017

Fleet Manager

SALEM EDILE, Milan (Italy)

- Responsible for efficient and safe running of vehicles and equipments carrying goods on the road.
- Ensuring that the deliveries get on time and in safe condition.
- Supervising drivers, maintenance, insurance and administrative staff.
- Making arrangements in case of breakdowns.
- Involved in recruitment and training of staff.

Nov 2008–Jan 2014

Supervisor Risk Survey

Doha Bank Assurance Co. W.L.L., Doha (Qatar)

*** Non-Motor Underwriting & Risk Inspection, Jan. 2012 – Jan. 2014**

- Underwriting all the classes of insurance business in Fire & Engineering.
- Carrying out the risk survey.
- Broker relations and corporate client management.

*** Motor Claims Supervisor, Nov. 2008 – Dec. 2011**

- Carrying out the initial survey of the vehicles at DBAC premises, allocate agencies & garages for the repairs & quotation submission.
- Surveying and negotiation in agencies & garages before and after dismantling.
- Pre-Insurance risk inspection.

Mar 2004–Aug 2008

Spare Parts Sales & Warehouse In-Charge

Abdullah Abdulghani & Bros. Co. W.L.L. (Toyota & Lexus dealer), Doha (Qatar)

*** Spare Parts Warehouse Management (Main Spare Parts Centre – Industrial Area), Jan. 2008 – Aug. 2008***** Spare Parts Store Management (Quick Service Centre – Land Mark) Apr. 2007 - Dec. 2007***** Spare Parts Store Management (Quick Service Centre – D-Ring), Oct. 2006 – Apr. 2007***** Spare Parts Sales Representative (Main Spare Parts Centre – Industrial Area), Mar. 2004 – Oct. 2006**

- Sales, Supply and Inventory Management.

- Jan 2003–Nov 2003 **Receptionist and Service Advisor**
Kia Motors Egypt, Cairo (Egypt)
> Initial check up.
> Reporting to the workshop control and management.

EDUCATION AND TRAINING

- Sep 1996–May 2000 **Industrial Technical Diploma (Automotive)**
Industrial Technical Institute (Automotive Section), Cairo (Egypt)
- 2011 **Risk Management Courses**
Qatar National E-Learning Portal, Doha (Qatar)
■ List of courses:
- Risk basics.
- Approaches to Risk Management.
- Strategic Planning and Risk Management.
- 2011 **Time Management Courses**
Qatar International E-Learning Portal, Doha (Qatar)
■ List of courses:
- Analyzing Your Use of Time.
- Avoiding Time Stealers.
- Planning and Prioritizing Your Time.
- Developing Excellent Time Management Habits.
- 2009 **Information Security Management System Course**
Doha Bank, Doha (Qatar)
- 2006–2008 **Oracle E-Business Suite**
Abdullah Abdulghani & Bros. Co. W.L.L, Doha (Qatar)
Sales representative full course.
- 2004–2006 **Kerridge Windows DW**
Abdullah Abdulghani & Bros. Co. W.L.L, Doha (Qatar)
Sales representative full course.
- 2003 **Engine & Transmission Overhall (Automotives)**
Kia Motors Egypt, Cairo (Egypt)
Overhall technical full training.
- 2008–2014 **Premia**
Doha Bank Assurance Co. W.L.L, Doha (Qatar)
Insurance operating software full training.

Apr 2017 **First Aid Training**
Green Cross, Turin (Italy)

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Italian	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Organisational / managerial skills

- * Skills of social work: Registering, planning, organizing, follow-up, evaluation, negotiation, problems-solving, decision-making and meet deadlines.
- * Able to plan, perform and report on an audit.
- * Collaborative experience liaising with the managers and professionals to ensure stakeholder satisfaction.
- * Good understanding for the company core policy and proffered services.
- * Manage the business Sensitive Information as top secrets and seemly to work with the top management.

Job-related skills

- * Implementing improved operational processes leading to improvement in performance and efficiency.
- * Getting past Secretaries and consistently gets to Decision-Makers.

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Proficient user	Proficient user			

Digital skills - Self-assessment grid

Operating Systems: Windows (7,8,10).

Applications: MS Office (Word, Excel & PowerPoint)

References upon request.