



# Amro Ismail Mohd

✉ amroismailmohamed@gmail.com

☎ 050 35 35 430

📍 Abu Dhabi city , UAE

## Career Objective

Seeking a challenging career in your esteemed organization to capitalize and enhance my technical skills in Information Technology, and to enrich my knowledge and previous experiences that enable me to work and grow in competitive environment.

## Education

### Bachelor of Science in Information Technology

Abu Dhabi University  
Abu Dhabi city , UAE  
( 2015 - 2020 )

## Hard Skills

- Presentable personality
- Excellent Communication skills
- Critical thinking and Problem Solving
- Effective Teamwork and Collaboration
- Interpersonal skills
- Organizational time management
- Emotional Intelligence
- Leadership Abilities
- Self-Motivated
- Creativity
- Work Ethic
- Adaptability and Flexibility

## Soft Skills

- Computer and Technology Literacy
- Presentation Skills
- knowledge of MS Office
- Fast Typing Speed of 80 (WPM)

## Languages

- Arabic ( Mother Tongue )
- English

## Volunteer

### Workshop Coordinator | Abu Dhabi Science Festivals

- Greeting and Elaborating , engaging and supervising workshop visitors to explore and participate into Scientific workshops and activities.
- earn to promote social responsibility and develop interpersonal and leadership skills.

## Internship

### IT Help Desk | Abu Dhabi University

- Assisting to provide technical solution to end-users .
- Troubleshooting hardware and software issues documenting support request , user account management, and participating in IT Projects.

## Professional Experiences

### Sales Executive | Gifts Lap Trading FZE

Abu Dhabi city, UAE ( 2019 - Present )

- Discovering and pursuing new sales prospects.
- Negotiating deals and maintaining customer satisfaction.
- Reaching customers to demonstrate our products .

### Purchasing Supervisor | AL Amanos Food Trading LLC

Dubai city, UAE ( 2017 - 2019 )

- Oversee procurement buyers .
- Research, evaluate, and buy products .
- Ensure quality of goods and services purchased .
- Maintain and review purchase and delivery records .

### Assistant Accountant | Wadi AL Madina Trading LLC

Dubai city, UAE ( 2015 - 2017 )

- Create and update expense reports .
- Enter financial transactions into internal databases .
- Maintain digital and physical financial records .
- Review payroll records document .