

MOHAMED KHALED MAHMOUD

About me:

Motivated Accounting graduate with hands-on experience in inventory management, distribution, and customer service. Co-founder of a retail auto parts brand and current Storekeeper at AlSamady Group. Skilled in organization, communication, and computer applications.

WORK EXPERIENCE

Front Desk | Dawi Clinics

Sep 2025 – may 2026

- Supervising the branch's equipment setup and maintenance, as well as the branch's cleanliness and readiness to receive customers.
- Preparing medical approvals for clients of insurance companies
- Supervising the review of the branch's inventory

Sep 2025 – May 2025

Sending emails containing the branch's daily reports

Sales | AlSamady Group

Jul 2020 – JUL 2024

- Received and delivered goods, verifying quantities against invoices.
- Monitored daily stock levels and recorded transactions in the system.
- Prepared daily and weekly inventory and activity reports.
- Coordinated with suppliers and internal departments to ensure availability of items.
- Organized and arranged storage areas for easy access and efficiency.

Co-founder & Distribution Manager | Al-Sayyad

Nov 2021 - present

- Co-founded a retail brand specialized in selling auto parts.
- Managed distribution operations, ensuring timely delivery to customers and retailers.
- Oversaw stock levels, pricing, and customer relations.
- Built and maintained supplier and client networks.
- Developed organizational and leadership skills through daily operations management.
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SKILLS

- Computer Skills: MS Office (Word, Excel, PowerPoint), basic ERP systems, email handling.
- Effective Time Management
- Active Listening
- Front Desk & Customer Service: Greeting clients, handling inquiries, scheduling.
- Communication Skills: Strong interpersonal, telephone, and teamwork abilities.
- Organization & Time Management: Able to multitask, prioritize, and work under pressure.
- Data Entry & Record Keeping: Accurate documentation, filing, and reporting.

EDUCATION

Faculty of Commerce | Ain shams university

- Bachelor of Commerce (B.Com) – [Accounting Major]

• Graduation
Year: 2024

LANGUAGES

- Arabic (Native)
- English (Very Good)

CONTACT



+201120421377



33 Al andalous Ain shams . Cairo, Egypt