**Nezar Mohamed Ragab**

**Fifth compound – New Cairo City**

**Cairo, Egypt**

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**CAREER OBJECTIVE:**

**Willing to improve my skills, gain more experience in a Multi-National Organization and achieve more goals in my career and practical life.**

**WORK EXPERIENCE:**

**From June 2019 till present:**

**Deputy Executive Manager – Wadi Degla Club**

* Responsible about all administration Affairs and operation procedures
* Focusing for maintenance and sports activities
* Supervision for security, control, housekeeping, swimming pools and GYM departments
* Preparing annual budget and follow-up to achieve goals
* Implementing club regulations
* Follow-up member comments and solve their problems
* Setting plans that help in developing and organizing work in the club
* Coordination between different departments to ensure ease of operation
* Follow the instructions of the Ministry of Youth and Sports inside the club
* Development and maintenance of club facilities and purchase of the necessary needs of furniture

**From September 2010 till August 2018:**

**Building and Administration Manager – Travco Asset Management & Rental**

**( Travco Group International )**

* Maintenance, Housekeeping and Landscape
* Building furniture and materials
* Restaurant, Kitchen, purchasing and cost-control
* Clinic, Security, cars and stores
* Logistic and supply chain
* Annual budget and salary increase suggests
* Extraction all licenses and permits for the company
* Explain the policies and procedures relating to recruitment and staff, and administrative services to managers of departments, sections and supervise the proper implementation
* Manage the leasing company of the group
* Responsible for Administration work for all Travco Leasing projects, facilities & properties
* Dealing with government authorities
* Responsible about rent and sale company properties and Manage all assets for the company
* Excellent communications and negotiation
* Sign contracts with contractors and suppliers

**From May 2008 till April 2010:**

**Project Manager – Shoura for Economic Development and Urban Investment**

* All administrative issues
* Manage all works of projects
* Proven track record of project management within an interior or fit out company Excellent interpersonal skills
* Experience of business development and account management
* Communicate & provide information by relevant methods internal & external to assist & enable organization operation and effective service to connect groups
* Able to work individually to finish requested tasks
* Extraction all licenses and permits for the company
* Follow up time work with primavera program
* Supervise infrastructure quality work for the projects excellent management skills

**From January 2001 till April 2008:**

**Administration Manager – Arabella Touristic & Urban Development Co. - Arabella Country Club ( Dr. Ashraf Marwan Group )**

* All administrative issues
* Supervision needs to develop a plan of the workforce
* Propose policies effective management and supervision of the implementation of regulations and administrative procedures, speed and precision needed
* Manage all activities of the country club, preparing and managing events
* Organizing between all administration sections (sales, purchasing, stores, finance, Public relations, Security)

**From 2000 till 2001:**

**Administration Manager, Delta Factory for Elastic Pipes (P.V.C.)**

* All Administration issues.
* Responsible for all activities related to the factory.
* Follow–up of production & chemical and physical labs, and regulate the movement of employment
* Responsible for export pipes to (Saudi Arabia - United Arab Emirates - Kuwait)
* Responsible about import the raw materials from foreign companies like Georgia gulf company USA
* Overseeing a storage, security and communication coordination with other departments
* Human resources, Security and stores
* Make shifts Distribution for the factory workers
* Cars Traffic and distribution

**From 1999 till 2000:**

**Accountant and Marketing, Asfour Trading of computer Co.**

* Sales and marketing representative
* Making marketing deals with the other computer companies
* Working in finance department and dealing with banks

**EDUCATION:**

Bachelor of Commerce, Accounting Department, Zagazig University 1999

**MISC. INFORMATION:**

**Computer Skills**: Windows, Word, Excel, Access, PowerPoint & Internet

Courses:

\* English course level (204) from A.U.C

\* Business Administration course (How to be manager of 21 century) from MARK's center EL-AHRAM

\* Occupational health and safety and improve the working environment

\* MBA wide knowledge

**OTHER SKILLS:**

\* Excellent Communication

\* Leadership & motivation

\* Organizing & planning

\* Decision Making

\* Problem Solving

\* Time management

\* Attention to details

\* A High level of concentration and accuracy

**Languages:**

Arabic Native

English (very good spoken & written)

**PERSONAL DATA:**

**Date of Birth**: 1/11/1974

**Nationality**: Egyptian

**Gender**: Male

**Military Status**: Exempted

**Marital Status**: Married