



MAHMOUD FIKRI ABDELKAHLEK

"8 years of experience in Government Public Relations, Tenancy Contracts, Trade License Management, and Office Administration, dedicated to excellence in communication and operations."

**Master in Business Administration
Boston International University (USA) - 2018**

PROFESSIONAL EXPERIENCE - DUBAI

Available to join immediately

📞 055 8982777

✉️ mahmoud.fikri@outlook.com

Visa Status : Tourist Visa

With Valid UAE Driving License

LANGUAGE SPOKEN

- Arabic (Mother Tounge)
- English (Fluent)

TOOLS AND TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Calendar and Email Management
- Report Generation and Analysis
- Knowledge in Tarakhees
- Knowledge in Jafza

PROFESSIONAL EXPERIENCE - EGYPT

Administration Director

Doctor Perfume (Cairo Egypt) Oct 2021 - Apr 2024

Duty Sales Manager

Mona Husain Pharmacy July 2009 to July 2013

Administration & Government Relations Senior Officer

Al Fardan Exchange LLC (Dubai, UAE) Jan 2016 - Sep 2021

Public Relations Officer

Ginza Restaurants LLC (Dubai, UAE) SEP 2013 - Des 2015

Proven experience of dealing with the following departments in UAE

- MOHRE (visa and compliance)
- Immigration and Labour Office
- RTA (registration and renewal of company vehicles)
- Notary Public
- UAE Courts
- Central Banks
- Chambers of Commerce
- Police Department
- Ministry of Industries
- Ministry of Economy
- Land Department for Dubai and Northern Emirates
- DEWA - FEWA
- Civil Defense
- Ports and Customs
- Etisalat and Du
- Ministry of Climate and Environment
- Registering and renewing trade licenses in mainland and free zone

Role Performed as Government Relation Senior Officer - Al Fardan Exchange

Assisting the Government Relations Manager and the Administration Manager with the following tasks:

Registry Management

- Managing the company's official documentation, including trade licenses, central bank forms, security documents, and tenancy contracts.
- Handling governmental bills for branches and departments (DEWA, SEWA, FEWA).

Facility Management

- Coordinating with landlords of company branches for creating new lease agreements, renewing current agreements, and negotiating rent reductions.
- Registering and attesting tenancy contracts with the relevant governmental authorities.
- Overseeing fit-out work for new branches, monitoring progress, security systems, and decoration companies.
- Managing maintenance requirements for branches and offices (machines, electricity, carpentry, alarm systems, etc.).

General Office Management

- Completing special projects by organizing and coordinating information and requirements, planning, arranging, and monitoring schedules.
- Ensuring a clean and secure office environment.
- Developing and utilizing filing and retrieval systems.

Branches and Staff Management

- Trade License Management: Obtained and renewed trade licenses for various branches.
- Visa Processing for New Staff: Managed the entire visa process, including work permits, entry permits, and visa stamping.
- Municipality Special Permits: Processed and obtained necessary permits from the municipality.

Purchases & Assets Management

- Purchases: Procured printed materials and forms by obtaining requirements, negotiating prices, ensuring quality, and approving invoices.
- Reporting: Prepared purchase reports and coordinated with suppliers.
- Contract Management: Arranged maintenance contracts for machines, safety controls, and decorations.
- Asset Acquisition and Management: Handled the acquisition of assets, managed engraving, location tracking, and inventory checking, and recommended asset disposal.

Security and Safety

- Security Management: Ensured security at all sites and for all assets and property.
- Vehicle Tracking: Managed the vehicle tracking system to monitor the fleet.
- Risk Assessment: Conducted risk assessments to determine specific areas for security firm coverage.

Managing Car Timings and Petrol Cards

- Coordinated schedules and managed petrol card distribution.

Renewal of Car Registrations

- Handled the timely renewal of vehicle registrations.

Coordination of New Car Purchases

- Facilitated the acquisition of new vehicles.

Role performed as Administrative Director - Doctor Perfume Egypt

- Develop plans and strategies to support and enhance commercial and administrative processes.
- Oversee general management duties, including the creation of annual financial plans.
- Develop investment and expansion plans, discussing them with partners to make informed decisions on business growth.
- Establish and maintain strong business relationships to foster collaboration and growth.
- Perform daily tasks to facilitate workflow efficiently and effectively, ensuring operational flexibility.

Duty Sales Manager - Mona Husain Pharmacy Egypt

- Managed employee schedules and salaries, inventory, suppliers, cost control, business development, and sales strategies.
- Supervised staff attendance and took necessary actions to resolve issues promptly.
- Provide information about the features and benefits of various products.
- Address customer inquiries and resolve complaints in a professional and timely manner.
- Process sales transactions accurately and efficiently using the pharmacy's point-of-sale system.
- Promote and upsell products to increase sales and enhance customer satisfaction.
- Maintain knowledge of current promotions, discounts, and offers.
- Monitor inventory levels and notify management of low stock or product shortages.
- Assist with receiving and stocking merchandise, ensuring products are properly labeled and organized.
- Conduct regular inventory checks and assist with inventory audits.

I am very interested in forwarding my CV/Resume for your consideration. I would be grateful if you could contact me regarding any available vacancies where I can demonstrate my skills and contribute to the company and its clients.

Thank you in advance for your trust. I look forward to your positive response.

Mahmoud Fikri Abdelkahlek
055 898 2777