

Mahmoud Mohamed Ibrahim Soliman

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Nationality: Egyptian | Marital Status: Married

PROFESSIONAL SUMMARY

A highly organized and detail-oriented Administrative Professional with a strong background in office operations, government platforms management, procurement administration, and data handling. Adept at coordinating daily workflows, managing financial claims, ensuring documentation compliance, and providing exceptional client service. Equipped with solid IT maintenance skills and a public law degree, ensuring organizational compliance and legal awareness. Possesses a valid Saudi driving license and a transferable Iqama.

PROFESSIONAL EXPERIENCE

Administrative & Logistics Coordinator

Eilm Al-libda For Logistics Services Company

- Managed and organized administrative documentation, records, and daily operational reports.
- Coordinated internal office workflows and scheduled transport/logistical activities for maximum efficiency.
- Acted as the primary point of contact for resolving administrative issues and handling client inquiries.

Procurement & Website Operations Administrator

OpenSooq.com

- Oversaw purchasing workflows, maintained vendor records, and handled administrative procurement compliance.
- Supervised and updated the online platform content, tracking user engagements and coordinating support tasks.
- Managed office documentation, inventory audits, and prepared performance summary reports.

Administrative Technical Representative

Al-Arrab Information Technology (Zain Telecom Agent)

- Administered the tracking, documentation, and operational setup of Verifone POS terminals for telecom clients.
- Handled client database updates and provided systematic administrative and technical support.
- Resolved customer system-related challenges promptly to ensure service quality and client retention.

EDUCATION & CERTIFICATIONS

- **Bachelor of Laws (LL.B.) - Public Law Department** - Faculty of Law, Cairo University
- **Professional Course in Accounting & Information Technology** - Cairo University
- **Graphic Design Course (Photoshop)** - Al-Ahram Center, Cairo
- **Computer & Systems Maintenance Certifications** - Smouha Academy

CORE SKILLS & COMPETENCIES

Office Administration: Documentation & Records Management, Government Platforms Management (Qiwa, Muqem, Absher, etc.), Procurement Administration, Financial Claims Management, Reporting.

Technical Proficiencies: Accounting & IT Systems, Data Management, Advanced Computer Troubleshooting.

Key Strengths: Problem Solving, Customer Relations, Time Management, Accuracy under Pressure.

Languages: Arabic (Native), English (Professional Working Proficiency).

ADDITIONAL INFORMATION

- **Iqama Status:** Valid and Transferable.
- **Driving License:** Valid Saudi Driving License (Owns a private vehicle).