

PERSONAL ASSISTANT CV

MAHMOUD ABD-ELHALIM EL-LEITHY

Able-Bodied Seaman



SOURCE OF CV. :DIRECT FROM APPLICANT

PERSONAL DATA

Rank	AB				
FULL NAME	Mahmoud Abdelhalim Mahmoud El-Leithy				
DATE OF BIRTH	01/09/1987	NATIONALITY	EGYPTIAN	RELIGION	Muslim
PLACE OF BIRTH	Giza	Body Weight(Kg)& Hight(Cm)	80 kg &170cm	NEAREST AIRPORT	Cairo International Airport
Marital Status	Married	Military Status	Served	Overall Size	L
Shirt Size	L	Trouser Size	46	Shoes Size	42
PASSPORT NO.	A23442877	ISSUE DATE	18.10.2018	EXPIRY DATE	17.10.2025
SEAMAN BOOK NO.	S00032533	ISSUE DATE	12.07.2023	EXPIRY DATE	09.07.2028

Education Background

2017 Krems, Austria Master of Business Administration Danube University Krems, Neuhofen an der Krems

2008 Giza, Egypt

Bachelor Hotel Management Pharaohs-academy

CONTACT DETAILS

PERMANENT ADDRESS (Home country)	5 Farid Sweilem Street, Al-Bouhy Street, Al-Menira-Imbaba, Giza, Egypt		
CONTACT NUMBER (Home Country)	(+201097118953)	WhatsApp Number	(+201101396838)
EMAIL ID	M.elleithy01@gmail.com		

NEXT OF KIN / EMERGENCY CONTACT

1	Name	Dr. Reham Ibrahim	Relationship	Wife
	Address	5FaridSweilemStreet,Al-BouhyStreet, Al-Menira-Imbaba,Giza,Egypt	Mobile No	+201008142735

Summary

Productive employee with proven track record of successful project management and producing quality outcomes through

Experience
<ul style="list-style-type: none"> ❖ 01/2024 – CURRENT Giza, Egypt <ul style="list-style-type: none"> ➤ Able seaman Pyramid Navigation's ✓ responsible for various tasks aboard ships, including standing watch, Steering the vessel, handling lines during docking and mooring, performing maintenance duties, operating deck equipment, and assisting with cargo operations, emergency response activities.
<ul style="list-style-type: none"> ❖ 10/2018 – 10/2021 Riyadh, Saudi Arabia <ul style="list-style-type: none"> ➤ Operations manager Alshahin Holding ✓ managing staff, implementing operational policies and procedures, optimizing processes to improve efficiency, coordinating with various departments, monitoring budgets and expenses, evaluating performance metrics, and addressing any operational issues that arise.
<ul style="list-style-type: none"> ❖ 01/2014 – 05/2018 Dubai, United Arab Emirates <ul style="list-style-type: none"> ➤ Assistant Operations Manager Jacobson’s direct marketing services ✓ Supporting the Operations Manager in overseeing daily operations and workflow, Assisting in the development and implementation of operational policies and procedures, Supervising staff and providing guidance and support as needed, Optimizing processes to enhance efficiency and productivity, Coordinating with various departments to ensure seamless communication and collaboration, Monitoring budgets and expenses, and identifying areas for cost savings, Analyzing performance metrics and preparing reports for management review, Addressing operational issues and resolving conflicts as they arise, Assisting in the recruitment, training, and development of staff, Ensuring compliance with regulatory requirements and safety standards.
<ul style="list-style-type: none"> ❖ 01/2006 – 06/2007 Cairo, Egypt <ul style="list-style-type: none"> ➤ Front Office Clerk Le Meridien Heliopolis
<ul style="list-style-type: none"> ❖ 01/2006 – 01/2008 Cairo, Egypt <ul style="list-style-type: none"> ➤ Sales support assistant AlAwael Touristic development ✓ maintaining and organizing sales records, processing orders and invoices, preparing sales reports and presentations, responding to customer inquiries and providing product information, coordinating with other departments to ensure timely delivery of products or services, and assisting with salesrelated administrative tasks such as scheduling meetings and managing correspondence.
<ul style="list-style-type: none"> ❖ 04/2010 Giza, Egypt <ul style="list-style-type: none"> ➤ Able seaman Pyramid Navigation's ✓ Responsible for various tasks aboard ships, including standing watch, steering the vessel, handling lines during docking and mooring, performing maintenance duties, operating deck equipment, and assisting with cargo operations, emergency response activities.
Skills
Positive,self-motivatedandcanworkunderpressure.
Openmindedandabletoworkwithpeoplefromdifferentcultures.
Experiencedenoughindealingwithdifficultpeopleandotherswithnegativeattitudes.
Ability to communicate clearly, both written and verbal.
Ability to lead, motivate and gain respect and trust, Abilitytomentor,train,andtransferknowledge.
Advanced computer skills (Microsoft Word, Excel, and Outlook).

Additional Information			
✓ USA Visa: In process ✓ UAE Visa: Available ✓ KSA Visa: Available ✓ Schengen Visa: Valid until May 2025			
STCW/OTHER TRAINING/PROFESSIONAL COURSES DETAILS			
Name of Course / Certificate	From	To	Place
PersonalSafetyandSocialResponsibilities.	22/06/2023	19/06/2028	NPGSI/EGYPT
Fire Prevention and Firefighting .	22/06/2023	17/06/2028	NPGSI/EGYPT
Medical Emergency Basic Training (Elementary First Aid) .	22/06/2023	19/06/2029	NPGSI/EGYPT
Proficiency in Personal Survival Techniques Search and Rescue.	21/06/2023	17/06/2028	NPGSI/EGYPT
Proficiency of Security Awareness Training for Seafarers with Designated Security Duties.	04/07/2023	21/06/2028	NPGSI/EGYPT
Proficiency in Survival Crafts and Rescue Boats .	16/07/2023	12/07/2028	NPGSI/EGYPT
Oil Tanker Familiarzation	02/04/2020	01/05/2025	AAST-ALEX-EGYPT
Navigational Watch keeping.	16/07/2023	Unlimited	NPGSI/EGYPT
Certificate of Proficiency for rating forming part of a Navigational Watch.	17/07/2023	Unlimited	EAMS/EGYPT
Certificate of Proficiency in Survival Craft and Rescue Boats	17/07/2023	09/07/2028	EAMS/EGYPT
Basic Studies for Seamen (Seaman) From 04/10/2009 to 14/01/2010	28/02/2010	Unlimited	AAST-ALEX-EGYPT

LANGUAGES KNOWN						
LANGUAGE	SPOKEN		WRITTEN		UNDERSTOOD	MOTHER TONGUE
ARABIC	FLUENT		FLUENT		FLUENT	YES
ENGLISH	VERYGOOD		VERYGOOD		VERYGOOD	No
FRENCH	AVERAGE		AVERAGE		AVERAGE	NO
HEALTH/MEDICAL DATA						
CERTIFICATE	NO	ISSUE DATE	EXPIRYDATE	AUTHORITY	COUNTRY	LIMITATIONS
International Medical Certificate for Seafarers.	16549	19/05/2025	19/05/2027	EAMS	EGYPT	NO

International Certificate of Vaccinations "YELLOW FEVER VACCINE "			17/07/2023	Unlimited	M.O.H	EGYPT		
SUMMARY OF WORK EXPERIENCE								
Company Name	Vessel Name	Vessel Type	Rank	IMO	DWT	SignOn	Sign Off	Sing of Reason
PYRAMID NAVIGATION CO ESA	M/T Alnabila6	Crude oil	AB	9236987	34810	02Feb2025	01May2025	emergency vacation to renew IMC Tanker Cer
PYRAMID NAVIGATION CO ESA	M/T Chris	Crude oil	AB	9304643	105778	01Feb2024	13 Aug 2024	End of contract
PYRAMIDNAVIGATIONCOESA	M/T Sharifa 4	Crudeoil	AB	9083287	95416	06Mar2012	29 Apr 2012	End of contract
PYRAMIDNAVIGATIONCOESA	M/T Zeinat 3	Crudeoil	AB	9053127	68232	06Apr2011	06 Oct 2011	End of contract
PYRAMIDNAVIGATIONCOESA	M/T Zeinat3	Crudeoil	AB	9053127	68232	19Mar2011	05 Apr 2011	End of contract
PYRAMIDNAVIGATIONCOESA	M/T LOUKA	Crudeoil	OS	8907175	68157	18Apr2010	01 Dec 2010	End of contract
REFERENCES								
REFERENCES ARE AVAILABLE UPON REQUEST.								