

AHMED GHEROUTI

Administrative Assistant

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🌐 [Ahmed G.](#)

Operations Assistant with hands-on experience supporting administrative workflows, on-site operations, inventory control, and client-facing coordination. Strong organizational ability with proven experience in scheduling, documentation, and process follow-through in fast-paced environments. Detail-oriented, reliable, and quick to adapt under pressure, with a track record of maintaining accuracy, discretion, and professional standards.

SKILLS

Administrative & Operations

- On-site daily operations & workflow coordination
- Scheduling & calendar management
- Sales order & document tracking
- Document & record handling

Client & Communication

- Client communication (phone, email, in-person)
- Internal team coordination
- Data & Systems
- Inventory tracking

Data entry & basic reporting

- ERP systems (quick learner)
- MS Office (basic proficiency)

WORK EXPERIENCE

Administrative & Client Support — Educational Supplies Environment

- Student & Educator Support (Non-Institutional): Supported students, teachers, and independent educators in selecting appropriate academic and educational materials through a private educational supplies operation.
- Front Desk & Communication Management: Managed in-person, phone, and email inquiries, ensuring clear communication between customers, suppliers, and internal staff.
- Administrative Coordination: Assisted with daily administrative workflows including scheduling, order tracking, and task prioritization in a service-oriented environment.
- Documentation & Record Handling: Maintained organized records related to orders, inventory movement, and operational reporting to support accurate follow-up and accountability.
- Inventory & Resource Management: Tracked educational supplies and materials, ensured availability during peak academic periods, and supported restocking and procurement processes.
- Operational Workflow Support: Helped streamline order handling, returns, and issue resolution to reduce delays and maintain service continuity.
- Internal & Managerial Support: Provided day-to-day administrative support to supervisors and team members, contributing to structured operations and consistent service standards.

Education

University of Mustapha Stambouli

Master's Degree — English Literature & Civilization

Bachelor's Degree — English Language

Data Entry Certification — Local IT & Office Training Center

Languages

- English (fluent - written and spoken)
- Arabic (Native)