

SUMMER INTERSHIP

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Personal Details

First Name : Mohamed**Last Name** : Muttaw a**Nationality** : libyan**Second Nationality (optional)** :**Age Range** : 20-23**Gender** : Male

Address

Primary Address

Address Line 1 : 9 El Saraya Street, Dokki**Town / City:** * : Giza**Country** : Egypt**Email Address** : muttaw a@aucegypt.edu**Unavailable interview dates** :

Career Choice

Business unit : Mashreq**Function choice** : Finance & Accounting**Second Function Choice** : Marketing

Further Education

University : American University in Cairo**Faculty** :**Major / Department** : BA Economics, Minor Business Administration**Graduation Year** : 2015**Degree/GPA** : 3.42

Secondary Education

School Name : *Dar El Tarbiah American School**Dates From - To** : * 09/01/2007 - 06/01/2011**High School Certificate** : *American High School Diploma

Language Competency

English

Comprehension : Fluent**Speaking** : Fluent**Writing** : Fluent

Arabic

Comprehension : Fluent

Speaking : Fluent

Writing : Fluent

French

Comprehension : Basic

Speaking : Basic

Writing : Basic

Work Experience

Please give details of any work you have undertaken, indicating whether full-time, part-time, vacation work or industrial training etc (most recent positions first).

Interests Activities

We are interested in what you do / have done outside your academic work.

Please record your non-academic interests and activities stating whether at school, college, university or elsewhere. Record any positions of responsibility you have held in any aspect of your life. (300 word limit imposed) *

Rotaract Giza Cosmopolitan, Giza, Egypt. February, 2014 – Present Founding Member and Treasurer • Oversee and present budgets, accounts and financial statements to management committee. • Advise on the club's fundraising strategy. • Ensure fundraising complies with relevant legislation and is bound by effective financial systems and controls. • Prepare and present budgets for new or on-going projects. • Present regular reports on the organisation's financial position. • Ensure everyone handling money keeps proper records and documentation. Green Hands Club, The American University in Cairo. September, 2012 – May, 2013 (8 Months) Financial Coordinator • Created financial budget of events/activities of Fall and Spring semesters. • Managed all financial affairs of the club. • Revised all financial transactions and the club's account with the Office of Student Development. General Motors, Giza, Egypt. June, 2012 – July, 2012 (1 Month) Intern at Finance Department • Assisted in calculating and preparing Fleet and Sales campaign for GM Algeria. • Reviewed and checked Expenses Reports and journals. Tribute FM Station, Benghazi, Libya. January, 2012 – February, 2012 (1 Month) Assistant at Finance Department • Calculated and computed revenues, costs, and generated prices to start advertisements campaign. • Researched most cost efficient equipment used for radio broadcasting. New Incomas for Trading, Giza, Egypt. July, 2008 – July, 2010 (2 Years) Member of Marketing Department • Researched and Developed summer marketing campaigns with marketing team. • Developed and managed company's website using Joomla Script and FTP programs. AGRENA (International exhibition for the Administration & Production of poultry & livestock), Cairo, Egypt. 1st of June, 2008 – 10th of June, 2008 (10 Days) Salesperson and Administrative Assistance • Communicated and interacted with people, educating them about a new product. • Introduced a new product by visual and presentation skills. • Represented the company in the exhibition.

These questions tell us something about how you respond in challenging situations. Please answer them using examples from your experiences in academic, social or working life

1. Please tell us about experiences and people that have over time shaped your decision to consider a management career within Unilever and in your chosen function in particular. What efforts have you made to test out your choices?(300 word limit imposed) *

Through my talks and meeting with professionals in the corporate world, including relatives and family members, I've developed the interest in pursuing a career in one of the largest and most esteemed Multinationals world wide.

2. Using an example of a time when you were in a new environment and had to achieve a task, please describe a) how you established and used a network of contacts, and b) how you set about influencing people, to help you achieve your task. (500 word limit imposed) *

Whenever I work in a new Student Club or Internship: a. I'm very sociable so I tend to make a lot of connections with people that last even after my internship or term ends. b. I believe in team motivation, because if as a team we did not feel motivated we could easily fall. So, I believe I'm good in raising up the spirit of my team members even in studying groups at university, and this helps us achieve good results.

3. Tell us about an occasion when you have taken the initiative to learn and develop yourself in significantly new ways. Why did you want to do this, what did you do and what was the result?(300 word limit imposed) *

I was once asked to construct a database for fleet sales in GM Egypt using Microsoft Access software which I've never used before. I had to contact people and learn how to use the software before learning how to do the DB itself, and I managed to do so and I gave a presentation to the Finance Department, my supervisor, and the CFO.

4. Tell us about a time when you saw the opportunity to really make a difference for the future of an activity, team or organization. What did you do, what obstacles did you overcome, and what happened as a result? (300 word limit imposed) *

Throughout my work in Rotaract Giza Cosmopolitan, We are encouraged as members to engage in brain storming ideas and projects for Community service. Besides being the Treasurer and member of the board of directors, I've contributed with ideas that some of them were set into action in this short period of time that we've been operating in (2 months)

5. Tell us about a time when you have had to analyse and understand a complex situation in order to make decisions and put a plan into action. What did you do and what was the outcome? (300 word limit imposed) *

As an Economics student we tend to rely a lot of analysis and critical thinking. I remember when I was the Financial Co-ordinator of Green Hands Club at AUC, I was trying to decide whether I should allocate funds and budgeting should be on Project basis or department basis. After analysing previous data and calculating the percentage of error budgeting for previous years, I found out that allocating funds on Project by project basis was more efficient than allocating funds to each department for the whole term.

General

Please give details of any military service requirements, with reasons for any exemptions claimed. If you have completed your military service please state when. If you have answered Exempted above, please specify the reason you were exempted.

Exempted, In Libya Military is Voluntarily.

Do you have any health problems that could affect your future employment? If yes, please specify:

No.

Do you have any relatives in Unilever NAME? If yes, please give details:

No.

Is there anything that has not been covered that you would like to mention? Are there any personal considerations that may be relevant to your application?

Have you applied to Unilever before? If yes, what did you apply for:

No, first time.

Have you attended a Summer Internship in Unilever before? If yes, please provide details:

Year :

Line Manager Name :

Have you attended/participated in any event/activation held by Unilever in the last year (e.g. Lecture, workshop, competition)? If yes, please provide details

Have you attended/participated in any activity held by other companies in the last year (e.g. internship, competition, workshop etc)? If yes, please specify

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