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Objective:

I hold an above-average professional diploma specializing in tourism and hotels, and I'm currently studying online at Cairo University, Faculty of commerce. I have strong skills in forming excellent working relationships and a desire to develop the business and achieve goals.

Experience:

1. Blue Bell For Trading – Account Administrator February 2021 to November 2022

- The representative of the company in external relations with banks and audit offices
- Cheques collection and control
- Opening documentary credits and documents for the collection fee to import raw materials in different banks
- Paying the company's obligations to government agencies
- Dealing with the Egyptian tax authority and the national organization for social insurance
- Opening credit accounts in banks, reviewing their contracts and presenting them to the board of director

2. Elalamein Flex For Packaging Materials – Account Administrator June 2020 To February 2021

- Record journal entries in oracle & excel
- Collecting and follow up customer checks
- Issuance of supplier checks
- Covering bank accounts to pay dues
- Matching accounts in closing the financial period for checks under collections and notes payable

3. Pick'n Go Café And Restaurant – Cashier Department Training Officer January 2017 To February 2020

- Handle financial reconciliation, reporting and audit for the store operations in line with daily/weekly/monthly procedures following
- Credit card reconciliation

- Store petty cash management
- Investigate till discrepancy cases and report it to cash office group leader for further action
- Training and qualifying new employees on the linux system cashier
- Inventory and close the monthly accounts of the branches
- Training employees to achieve higher sales
- Contribute to the development of the cashier system and explore system loopholes

4. La Pêche Pâtisseries – Branch Manager May 2015 To January 2016

- Greets customers immediately upon entering the store with a smile and sincere non-business like greeting
- Creates a sparkling clean and organized environment by maintaining store standards and cleanliness
- Provide accurate information (e.g. product features, pricing and after-sales services)
- Answer customers questions about specific products/services
- Conducts price and feature comparisons to facilitate purchasing
- Monitor inventory and prepare orders
- Presenting offers and providing a high level of service
- Preparing financial reports for the branch

5. Vira Pâtisseries – Retail Sales January 2012 To February 2015

- Provide excellent customer service and maintain high standards of service
- Contribute to team effort to work towards established sales goals
- Achieve and exceed sales target with high level of responsibility and positive attitude
- Perform cashier duties
- Actively maintain floor awareness while serving customers to minimize loss and theft
- Assist in inventory movements and store merchandising
- Any other retail operations as-hos duties

Training & Certifications:

1. Udeemy – Financial Analysis Case Study June 2022

- Evaluate the company's past, present and future financial position
- Identify your strengths and weaknesses

2. Philip Morris Misr – Sales Man June 2019

- Achieving the highest percentage of seals at the level of 19 branches

3. Genoise Patisserie – Chief Assistant May 2014 To August 2014

- Prepare all kinds of western sweets, tortillas and cakes
- Preparing festive desserts
- Preparing oriental sweets

4. Lagoon Club – Fast Food Chief May 2013 To August 2013

- Preparing sandwiches of all kinds
- Preparing fast food meal
- Barista training

Points of strength:

- Excellent relationship skills
- Define the priorities.
- Able to handle many tasks.
- Self directed and well organized.
- Fast learner.

Education:

- **Bachelor Of Commerce** - Cairo University 2021 (online education)
- **Secondary school** technical school for hotel affairs and military tourist services in Alexandria 2016

Personal Skills:

- Good knowledge of accounting & cash handling.
- Practical experience in retail sales
- Advanced computer literacy.
- Advanced proficiency of MS office excel and data management tools.
- The ability to form wide network of relationships.
- Excellent communication skills.
- Work independently or as a part of a team.