



Salah Ali Elbanna

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Career Objective	<p>➤ To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.</p>
Employment History	<p>➤ <u>Admin Assistant Sales and Contracts – Continental Investment LLC –Dubai, UAE</u> Real Estate Developer –March 2021 http://www.continvest.net/contact.htm</p> <p>✓ <u>Job Duties:</u> <u>Customer service And Sales</u> (receive calls, complaints, leads, customer care after closing deals) Determine clients' needs and financial abilities to propose solutions that suit them by qualifying clients Negotiation processes, ensuring a fair and honest. Handling questions and helping resolve interpreting. <u>Administrative assistant</u> (handling visitors to the office, providing all information, guiding them, and forwarding the issue to the concessions department, as well as forwarding leads to management) administering contracts. Record keeping/filing, movement of documents in and out of office, handling mails, maintaining administrative records with full confidentiality. Data entry and regular updates in the system for all information pertaining to leases, termination, receipts, in close coordination with the accounts department. Preparing daily/weekly/monthly reports as directed by the management. <u>Collection</u> (following up with clients, issuing receipts, pursuing non-paying clients) Raising Invoices, handling mails. Point of contact for incoming sales orders and inquiries, executed sales and marketing initiatives Organized and coordinated meetings for potential customers. Follow up with tenants for all delayed payments and bounced cheques as per company policy. Perform regular Administrative duties and any other duties instructed by the management. <u>Contracts And Registration</u> (issue SPA, Rera System, Initial Contract, Addendum, Reservation Form, Sales Offer, Payment Plan) Working closely with Corporate Real Estate Brokers and helping their clients and helping them in Real Estate Investments. Liaise with the regulatory and governing bodies like DLD to obtain the necessary permits. Liaise with accounts departments for payments and receipts. <u>Handover</u> (all functions related to property handover, provide reporting for customer care and unit handovers. Advise and update management regularly of all process by producing business review reports and other related, following up with clients payment, issuing receipts)</p> <p>➤ <u>CUSTOMER SERVICE, TELLER & SALES – Alfardan Exchange –Dubai, UAE</u> January 2016 - DECEMBER 2019 http://www.alfardanexchange.com/</p> <p>✓ <u>Job Duties:</u> Making currency exchange and dealing with different types of currency • Monitors daily market rate and Decide buying and selling of currency to attract new customers, retain existing customer and ensuring Maximum profitability for the company. • Provide fast excellent and are free remittance services {Western union, instant cash, demand draft, credit card payment, bill payment, etc.} To a customer from The publishing time of the branch in the Avery professional way. • Making journal entries and preparing The ledger account trial • Balance, payrolls and banking adjustment, general sales tax, and financial Statement. • Handling basic accounts unit up to balance sheet stage. • Accounts receivables Management – period and accounting adjustments booking. • Book is keeping {such as entries, ledgers And trial balances, etc.} • Includes also using of computer programs {excel and Peachtree} For making the previous task.</p> <p>➤ <u>Academic House of Expertise in Accounting for 1 year, DR/Samir Professor, University of Mansoura, Egypt JUNE 2013 till JULY 2014</u></p> <p>✓ <u>Job Duties:</u> Accounting Clerks, Accounting Assistant prepare financial documents such invoices, bills, accounts Receivable, accounts payable, purchase orders, payroll, reports, and other financial records for entry Into computer software. They also do bank reconciliations and assist in the preparation of budgets and reports.</p>

➤ **Sales of paints in the retail shop for several years, 2005-2009**

✓ **Job Duties:**

Sells products by establishing contact and developing relationships with prospects; recommending Solutions. Maintains relationships with clients by providing support, information, guidance, Researching and recommending profit and service improvements. Negotiate / close deals
And handle complaints or objections. Conduct market research to identify selling possibilities And evaluate customer needs.

Education

➤ **Faculty of Commerce, Mansoura University.**

- ❖ **Bachelor's Degree in Accounting.**
- ❖ **Graduation date:** May 2013
- ❖ **Grade:** Good

Courses

➤ **Course in Financial Accounting.**

- ❖ **Grade:** Excellent
- ❖ **Course Contents:**
 - Financial Accounting manual.
 - Financial Accounting using global electronic accounting software such as Peachtree and QuickBooks.
 - Financial Accounting using Excel.
 - Offices Management.
 - Business English.

➤ **Course in English Language.**

- ❖ **Grade:** Very good
- ❖ **Course Contents:**
 - General English.
 - Conversation

➤ **International Computer Driving License (ICDL).**

- ❖ Concepts of Information and Communication Technology (ICT).
- ❖ Using the Computer and Managing Files.
- ❖ Word Processing
- ❖ Spreadsheets
- ❖ Using Databases
- ❖ Presentation
- ❖ Web Browsing and Communication.

➤ **COURSE IN PEACHTREE PROGRAME.:**

- ❖ **GRADE :VERY GOOD**
 - FROM 29/09/2012 TO 10/11/2012.

➤ **COURSE IN EXCEL ACCOUNTING.:**

- ❖ **GRADE : EXCELLENT**
 - FROM 19/06/2013 TO 2/07/2013.

➤ **COURSE IN ACCOUNTANTS PREPARATION.:**

- ❖ **GRADE :GOOD**
 - FROM 12/03/2012 TO 24/04/2012.

➤ **COURSE IN HUMAN RESOURCES.:**

- ❖ **COURSE CONTENTS:**
 - COMMUNICATION SKILLS & TYPES OF PERSONALITIES ON 24/05/2011 FROM Suez Canal UNIVERSITY.

Languages

- **Arabic:** Mother Tongue.
- **English:** Very good command of written & spoken.

Personal Data

- **Date of birth:** 25th May 1992
- **Address:** UAE
- **Driver License:** LN 3716331 DUBAI
- **Reason for leaving a job:**

I am seeking to get a better opportunity with the highest responsibilities.
I have no objection to transfer to another city in the event that I am considered to join your esteemed organization.

**Documents are available upon request.*