

Abdallah Elbohy

Sales Executive

Profile

Seeking an accounting position with a company that could allow me to utilize my pre-graduate skills, academic skills, and the core of interests, and to step up at work continuously. Highly motivated professional with a proven track record of delivering accurate reports and high quality service.

Education

Bachelor, Faculty of English Commerce, Damanhour

2013 – 2017

Employment History

Trainee Accountant, Kafr Eldawar Scan Radiology Center, Kafr ad Dawwar

JUNE 2016 – JUNE 2018

My duties included paying bills, creating invoices, managing accounts payables and accounts receivables, making corrections to inaccurate entries, tracking inventory, and completing other tasks as required by supervisors.

Technical Support, BeSoft Programming Company, Alexandria

November 2018 - August 2020

customer inquiries and complaints.

- Collaborated with cross-functional teams to identify and resolve customer issues.
- Maintained and updated customer support databases with accurate and up-to-date information,

Senior Accountant, Elqamash & Adly Company for trading and textiles, Alexandria

NOVEMBER 2019 – MARCH 2022

- Developed and implemented financial policies and procedures that improved accuracy and efficiency.
- Prepared and analyzed monthly financial statements, providing actionable insights to senior management.
- Performed reconciliations of accounts to ensure the accuracy of financial records.

Direct Sales Officer, Attijariwafa Bank, Alexandria

APRIL 2022 – APRIL 2024

1. Present financial products to clients using the authorized techniques in order to meet customer's needs and preserve CIB's market share.
2. Initiate efficiently and professionally new customer accounts to increase revenues.
3. Ensure the delivery of all the required documents in a timely manner to maintain accurate records in alignment with work policies and procedures.

Details

Rigga St, Dubai

+971523270711 abdallahelbohy77@gmail.com

m 15th, August, 1994

Skills

Ability to Work in a Team

Communication Skills

Accounting

Management

Time Management

Technical Support

Customer Support

Microsoft Office

Languages

English

Arabic

4. Prepare sales reports to advise Direct sales supervisor stating sales progress in order to support further decision making.
5. Attend regular meetings with Direct Sales Supervisor to review weekly/ daily/ monthly sales activities, progress on goals, and status of prospective customers.

Courses

QAD - Qualified Accountant Diploma, EAAC Center For Training Courses - Alexandria

OCTOBER 2016 – MARCH 2017

Commercial Excel Course, EAAC Center For Training Courses - Alexandria

2017

CMA Training Course, EAAC Center For Training Courses - Alexandria

JULY 2019 – FEBRUARY 2020

SAP Consultant Training Course, EAAC Center For Training Courses -- Alexandria

2021