

Personal Information:

Ahmed Rabie Youssef

Nationality: Egyptian

Date of birth: Sep - 15 - 1998

Address: The United Arab Emirates, Abu Dhabi.

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Objectives:

- Driving license and my own car.
- Experience more than a year in UAE.
- Skilled Multi-Tasker, Preparing weekly schedule and plan, schedule meetings.
- Experience in Sales, Accountant, Supervising and Management.
- Handling, Solving Problem and Decision Making.
- Ambitious and work hardy as my own business.
- Relationships with Consultants and Contractors.
- A little connect with Facility Management.
- Work under pressure, Team Work and flexible.
- Ready to work as an Accountant, Sales Executive and Supervisor.
- Persistence Adaptability, Committed and Workaholic.
- Available to commute and work anywhere.

Experience:

Outdoor Sales Executive

Lift Mart Elevators & Escalators LLC

Oct 2023 – Present

Following up Opportunities (Scheduling meetings, calling, sending WhatsApp and emails to Consultants, Contractors or Clients), Dealing with decision makers, being friendly with clients then closing the deal, Signed More Than 13 contracts within 5 months

Indoor Sales Executive

Lift Mart Elevators & Escalators LLC

Mar 2023 – Sep 2023

Following opportunities (calling, sending WhatsApp and Emails to Consultants and Contractors and Scheduling meeting with clients, Consultants and Contractors to introduce the brand), closing the deals, Making daily and weekly schedule in Addition weekly plan.

Administrative Officer

Lift Mart Elevators & Escalators LLC

Dec 2022 – Feb 2023

Manage all daily operations such as (scheduling meetings and appointments, organizing the files and handling correspondence). Provide advice on Existing Internal Policies and procedures affecting on general administrative functions. act as the link or connect between the management and Internal staff and external clients. make calls for getting update for projects, prepare reports, presentations and other documents as required.

Accountant

Jewelry Tabarak Showroom In Egypt

Jan 2021 – Sep 2022

Managing and recording daily transactions (Accounts Receivable and Accounts Payable, preparing income statement,

Managing transactions (recording new goods, goods sold) in Oracle System, making a daily report, solving problems and incorrect records.

Call Center

El-Rahma Factory In Egypt

Aug 2020 – May 2021

Sales Executive(Indoor)

Town Team In Egypt

May 2019 – Mar 2020

Sales Executive(Indoor)

Osama Mall In Egypt

Feb 2018 – Apr 2019

Supervisor

Joker Company for Pants In Egypt

Mar 2015 – Dec 2017

Education:

Bachelor

- Faculty of Commerce English Section in Egypt.
- Major: General Accounting.
- Grade: Good.
- Related Courses: PFA, ICDL from ICDL ARABIA.

Skills and Abilities:

- Managing daily transactions (Accounts Receivable and Accounts Payable).
- Preparing Financial Statements (Income Statement, Owner's Equity statement and Balance Sheet).
- Daily Monitoring and recording cash transactions, posting to Ledger, making Trial Balance.
- Reconcile cash balance (ERP&Excel) then reporting for both balances and collection
- Making all Accounting Cycle, solving problems facing in accounts to get correct results.
- Working on ERP System and Oracle.
- Under Studying of Designing ERP System for All Activities.
- Handling client upset and Solving problems in different ways.
- Following up with clients in regular and the most important thing (Sustainability).
- Multi- Tasker, Communications Skills.
- Experienced in Microsoft Office (Word, Excel, Power point and Access)
- Making Daily and Weekly Reports in addition Weekly Plan.

Training Courses:

- PFA (Professional Financial Accounting)
- ICDL (International Computer Driving License) from ICDL Arabia.

Language:

- Arabic: Mother Tongue.
- English: Excellent (conversation, reading and writing).

