









MONZIR ELTAYEB MOHAMED GADAIN

Customer Service

Personal Info

-  Monzeraltayeb7493@gmail.com
-  +971583033572
-  Alsharja, United Arab Emirates
-  Sudanese
-  Sudanese license
-  6/6/2001

Education

- **Bachelor**
University of science and technology
Oct 2018 - Jan 2023

Skills

Critical Thinking - Experienced
Communication - Expert
Problem Solving - Expert
Data Analyst - Expert
Microsoft Office - Expert
Time Management - Expert
financial reporting - Expert
quick learning - Expert
Hardworking - Experienced

Languages

Arabic - Native Speaker
English - Basic

Summary

Customer Service Representative with more than 1 Years Experiences in several position (customer experience , and call center) willing To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Work Experience

Accountant (Part-Time), Egypt

May 2023 - November 2023

- Managed full cycle accounting processes for a portfolio of clients, ensuring accuracy and timeliness of financial reporting.
- Developed and maintained effective accounting policies and procedures.
- Assisted in the preparation of financial statements and budgets.
- Reviewed and monitored billing activities to ensure accuracy and timeliness.
- Developed and implemented accounting systems, policies, and procedures.
- Assisted in the preparation of financial forecasts and projections.
- Managed accounts payable and accounts receivable processes.

Courses

Professional Financial Accounting, Trust Academy

August 2023 - September 2023

International Computer Driving Licence, Trust Academy

October 2023 - October 2023

Professional Financial Accounting, BRITISH FOUNDATION

August 2023 - September 2023

International Computer Driving Licence, Authorized Training Center

October 2023 - October 2023