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PROFILE

Since I graduated from the university, I worked in different jobs and got training courses to enhance my skills. Then I worked as an accountant at Al Banna Contracting Company with treasury accounts, then A Sales man at Soho Leather Products Company then an Accounts receivable and payable at Saleh contracting company, I have experience in the field of notebook and computer accounting, and I worked on ERP system programs, selling products.

KEY ACHIEVEMENT

- Saleh Contracting Company – Al-Ahsa Branch have solved the sales problem.
- The percentage of sales increased by about 20%.
- Signing work contracts with other companies to implement waterproofing works for several projects.
- Acquire new customers with existing customers.

EMPLOYMENT EXPERIENCE

- I currently work as a customer accountant, suppliers, seller and cashier in Saleh Contracting Company, where I make sales invoices, customer accounting, registering supplier invoices, recording expenses and revenues, making customer contracts, business extracts, and making employee payrolls.

Accountant and seller, Saleh Contracting Company.

20/01/2024

- Direct sales to customers, advise the best product that the customer can use.
- Issuing sales invoices to customers and collecting payments from them in cash, credit card, or bank transfer.
- Recording expenses and revenues of the exhibition and making payroll for employees.

Accountant and seller, Wafek Mahdi company for Insulation product

2018: 2023

- Direct sales to customers, advise the best product that the customer can use.
- Issuing sales invoices to customers and collecting payments from them in cash, credit card, or bank transfer.

Accountant and seller , Soho Leather Products

2013:2017

- Direct sales to customers, advise the best product that the customer can use
- Issuing sales invoices to customers and collecting payments from them in cash, credit card, or bank transfer.
- Participation of customers in choosing the type and color.

EDUCATION & TRAINING

- Beni Suef University - Faculty of Commerce - 2002 -Egypt
- A Training course in sales from the Beit Al Sail – Arabi Center
- P. F. A (Accounting -Excel – QuickBooks – Odoo)-in Continue Academy.
- Office management using computers and the English language at the Valley Center
- English - computer - in Berlitz.

PROFESSIONAL MEMBERSHIPS

- Member of the Egyptian Merchants Syndicate.

SKILLS :

- Accounting software (ERB).
- Programs (Word - Excel -power point)
- Internet and social media
- Accounts receivable and payable.
- Recording customer payments
- Daftara ERP
- Work under pressure
- Teamwork
- Recording expenses and revenue
- Making customer contracts and extracts
- Make price offers
- Recording supplier invoices
- Create customer invoices
- Sales operations