



**AMR HOSNI ABDELLATIF ELKHAMISI
SHETIA**

Dubai, UAE

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Languages : English , Arabic

CAREER PROFILE

An energetic self motivated with strong communication skills. High emotional intelligence, excellent organizational, analytical, extremely in-depth knowledge of customer service. Proven ability to handle a diverse customer base, resolve problems and process transactions quickly and accurately ensuring increased productivity and efficiency

EDUCATION

- Bachelor of Commerce Accounting Division – Mansoura University (2007-2008)

PERSONAL DETAILS

- **Gender** : Male
- **Birth Date** : 24-10-1985
- **Marital Status** : Married
- **Nationality** : Egypt
- **Passport No** : A38054267
- **Visa Status** : Visit Visa



Professional Experience

- ➔ **Customer Service / Accountant – Egyptian Post Authority**
(2021- till now)

Duties and Responsibilities:

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.

- ➔ **Ministry Supply and Internal Trade in the supply Office**
(2019-2021)

Duties and Responsibilities:

- Buying and selling securities on behalf of the company.
- Evaluating trading algorithms.
- Implementing effective trading strategies.
- Working with quantitative researchers to improve trading strategies.
- Regularly monitoring portfolios to ensure that they are guideline compliant.

- ➔ **Financial and Administrative Accountant – Al Muhaidib Company - Jeddah , Kingdom of Saudi Arabia**
(2009 – 2017)

- ➔ **Accountant – General Syndicate of Engineers Hotel in Alexandria**
(2008-2009)

Duties and Responsibilities:

- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.

SKILLS

- Exceptional communication and networking skills and negotiating
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results Ability to quickly assess the costumers need
- IT literate and fully up to date with the latest technology and booking systems

DECLARATION

I hereby declare that the above details furnished by me are true to the best of my knowledge and belief.