



MOHAMED ABODIEF YOSEF

Address : 1st street Muteena ,Dubai,UAE
Phone : +971505037096
Email : Mabodief223@gmail.com
Linkedin : [linkedin.com/in/mohamed-abodeif-551220288](https://www.linkedin.com/in/mohamed-abodeif-551220288)

OBJECTIVES

I am seeking a challenging position in a multinational company where I can leverage my educational background and experience to enhance my personal, English language ,and computer skills .I aim to apply my theoretical knowledge and practical experience to contribute to the company's success and grow professionally in an advanced work environment.

WORK EXPERIENCE

Administrative Assistant, AraCan Pyramids Hotel

Dec2020-Oct2023

- Responsible for reception area to ensure the visitors are properly welcome
- Answered and directed phone calls, and distributed mails
- Coordination of all front desk activitiesand provide general support to visit
- Greeted visitors and customers, addressed any inquiries
- Demonstrated strong time management and attention to detail
- Excelled in problem-solving and customer service
- Troubleshooting emergencies and liaising with other departments
- Managed schedules and optimized the filing system
- Organized appointments and meetings for managers
- Performing multiple tasks with ahigh degree of confidentiality
- Ensured smooth and efficient communication and workflow among staff

Sales Executive, MOBACO for Industries and Trade

Oct2016-Nov2020

- Developing and implementing sales strategy
- Achieved sales goals by training, motivating, and providing feedback to store staff
- Ensured high levels of customer satisfaction through excellent service
- Managed all issues related to staff and customers
- Monitored inventory of goods and followed up on receipt of new goods to ensure alignment with company strategy
- Maintained comprehensive documentation and accurate records of sales

Cashier in Citadel grill Restaurant (Hilton Ramses Hotel)

May2012-Sep2016

- Processing and receiving payments

- Register meals orders and beverage on cash register
- Resolving customers issues and answer questions
- Processing return transactions
- Maintain a clean and organized work area
- Assist with basic food preparation tasks

Waiter in Studio Misr Restaurant .

Jul2006-Aug2010

- Greeting and helping customers
- Taking orders and serving food and beverage
- Provide suggestions to customers
- Answer any questions related to the menu
- Multitasking and customer service
- Excellent communication skills and teamwork
- Follow up to ensure customer satisfaction

EDUCATION

Bachelor Of Commerce

2002-Oct2006

- Cairo University, Giza, Egypt
- Major in Accounting.
- Faculty of Commerce

SKILLS

- **Computer Literacy** : MS Office (Word, Excel , Power point) - ICDL
- **Google Suite**
- **Languages** :
- Arabic, English- IELTS Certificate
- **Details Oriented**
- **Multitasking**
- **Communication and Interpersonal Skills Negotiation**
- **Skills**

ADDITIONAL INFORMATION

- **Date of Birth:** 22/03/1984
- **Marital Status:** Married

REFERENCES

Available up on request please do not hesitate to make a request.