

# Mahmoud Mohamed Yahyia



## Contact

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## Languages

Arabic– Native  
English – Good

## Summary

Passionate about joining a dynamic team where I can utilize my Experience and abilities to deliver exceptional results and contribute to the company's growth.

## Skill Highlights

- Very good at using Microsoft Office – Excel, Word, out look, power point.
- Teamwork spirit and co-operation.
- Ambitious,cooperative,well organized, self-motivated.
- Have the ability to work under pressure and to meet tight deadlines.
- Tax knowledge.
- Financial Knowledge .

## Experience

**Logistics coordinator and Data entry at Canal Sugar from Jan 2022 to Aug 2023**

**Responsibilities:** Inventory management

International Transportation and Shipping Coordination

Shipping and Distribution Planning

Prepare accurate reports for senior management on movements and warehouse status.

**Sales online (Tele sales and Customer service) from Feb 2020 to Mar 2022**

**Responsibilities:** Explaining and demonstrating products to customers.

Meeting sales targets.

Compiling weekly and monthly reports.

Maintaining client records.

Engaging with their client and creating a positive relationship with them.

Figuring out what your client wants and tailoring your pitch accordingly

## Education

**Bachelor of commerce: Accounting department - 2022**  
**Beni suif University.**

## Certifications

- **ICDL** course and certificate from “Ministry of youth and sports.

(word, Excel, Pour point, Internet, Windows 10 and