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✉ mohamedbakry904@yahoo.com

## PERSONAL

Gender  
**MALE**

Date of Birth  
**1989 APRIL 15**

Nationality  
**EGYPTIAN**

Marital Status  
**SINGLE**

Visa Status  
**OWN VISA**

Language  
**ARABIC  
ENGLISH**

Location  
**DUBAI, UAE**

## SKILLS

MS OFFICE

## HOBBIES

TRAVELLING  
READING

# MOHAMED AHMED ABUBAKR

## CAREER OBJECTIVE

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Seeking an opportunity by filling a Bank Sales responsible for achieving the monthly sales targets assigned and customer service and a Relationship Officer position to help the right organization boost productivity and benefits.

## WORK EXPERIENCE

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### Hamdi Rady general trading Company:

- Responsibility: Light Passenger vehicles driver to pick-up & drop the company Office staff, Store & Factory crew change, hospitals, Medical Clinic.
- Maintained vehicle in clean and serviceable condition and performed minor maintenance of a preventable nature (this may include daily check of gas, lubricants, battery, tires and coolant).
- Performed daily maintenance checks on assigned vehicles. Maintained trip tickets or other daily vehicle records.
- Also involved hotels Services Company required to pick-up & drop for VIP, CEO, Business Executive & Company Guest. Embassies suits, cash payments collection deposits in Banks.
- Ensuring that the products are delivered on time and in good condition.

### BANI SOWAIF UNIVERSITY [2014 JANUARY – 2021 OCTOBER] PUBLIC RELATIONS OFFICER

- Extensive experience in customer service and sales
- Proficient in MS Office suite
- Sound knowledge of bank products and services (Consumer and Business)
- Strong time-management and organizational skills
- Effective interpersonal sales and service skills
- Excellent verbal and written communication skills, customer negotiations skills.

## EDUCATION

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### **BACHELOR OF HOTELS AND TOURISM**

PHAROS HIGHER INSTITUTE OF TOURISM AND HOTELS  
MINISTRY OF HIGHER EDUCATION – 2011

## **STRENGTH**

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- Strong experience in collection of debt for high volume businesses
- Sound knowledge of leasing and financial processes
- Profound knowledge of Fair Debt Collection Practices Act (FDCPA)
- Exceptional ability to achieve all monthly and quarterly objectives
- Remarkable ability to maintain confidentiality of information
- Excellent oral and written communication
- Outstanding skills to schedule activities within timeframe
- Proficient with commonly used collection practices and procedures
- Familiarity with DRS policies and procedures

## **DECLARATION**

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I hereby declare that all the facts given above are true and correct to the best of my knowledge.

**MOHAMED AHMED ABUBAKER**