

Neveen Mohamed Sameh



Address Dubai,

Phone 971509543109

E-mail florinams@yahoo.com

Hardworking, optimistic and passionate job seeker with over 20 years of Experience in administration, purchasing, sales coordination and logistics, highly reliable support specialist Works effectively with cross-functional teams in ensuring operational and service excellence..

Skills

Customer service and support , Supply Chain Coordination , Contract Administration

Report writing , Transportation Coordination , Logistics Management , Excellent Communication , Expense Reporting , Inventory Control , Administrative Support

Work History

10-2013 / Current

Administration Manager

MINYA GAS COMPANY, Egypt

- Manage daily administrative tasks and provide support to the team
- Maintain a tracker of all invoices, payments received and payments due to ensure smooth cash flow.
- Responsible for the CEO e-mails correspondence
- Schedule meetings and appointments
- Prepare written responses to enquiries
- Track shipments, prepare custom clearance documents, and follow with shipping companies
- Handles confidential information for the Vice President
- Manage contractual agreements document and communication flow
- Handle requests for information and data.
- Prepare and maintain reports, presentations, and correspondence

07-2010 / 09-2010

Principal Accountant

AMERICAN UNIVERSITY IN CAIRO, Egypt

Office of controller –Reporting and Analysis

- Assist the financial and reporting manager in controlling and managing the university properties (Fixed Assets) and ensure updating the university fixed assets records immediately
- Analysis of the university Internal Cost Allocation process
- Implement university & recognized accounting conventions
- Handel university project under process and update cost and expenses related accounts
- Check and revise university payment and assist in issuing final check to vendors
- Revise Purchase order for all university purchases for any fixed asset.

03-2001 / 01-2010

Business Support Specialist

CIBA SPECIALTY CHEMICALS, Egypt

- Provide full sales support to account and regional managers through the

following: Issuing quotations, invoice processing through ERP (SAP), offering tenders, and maintain quotation log file

- Price and payment terms control for each customer
- Follow up on customer orders delivery on time, manage pro-actively customers inventory (through obtaining material requirement forecasts)
- Handel potential claims with speed and urgency and keep customer constantly informed with the development
- Arrange dispatch of promotional material (Samples-brochures) marketing mailings to customers
- Follow up for account receivables specially over dues with customers and support credit control for the cash collection in time
- Successfully performing all functions related to logistics, customer service, sales and after sales service
- Order to cash responsibility - Processing customer's orders through (ERP) SAP system, Warehouse monitoring and insuring the appropriate and timely delivery of goods
- Finance and administration role since (2006): Prepare monthly reports on office expenses and submit to Head office in Switzerland, Prepare Monthly payroll payment.

08-2000 / 02-2001

Import Specialist

TIFFANY CARGO SYSTEMS, Egypt

- Managing the import process of goods from overseas, ensuring that all products are imported in compliance with applicable laws and regulations
- Analyze customer requirements and develop effective import solutions
- Review international freight costs and recommend cost saving measures
- Negotiate contracts and terms of agreement
- Track shipments, manage customs clearance, and maintain accurate records of imported products
- Communicate with suppliers, freight forwarders, and customs brokers to ensure timely and efficient import operations.

08-1996 / 09-1996

Trainee

FARID MANSOUR AUDITING COMPANY, Egypt

- Trained in the auditing department.

Education

09-1996 / 09-1999

Bachelor degree in Accounting

Ain Shame University - Faculty of Commerce - English Section – Major Accounting

Place of Birth

Kuwait

Personal Information

- Date of Birth: 12/20/1977
- Nationality: Egyptian
- Mobile : +971509543109

Languages

Arabic – native

English – Proficient

French - Elementary