

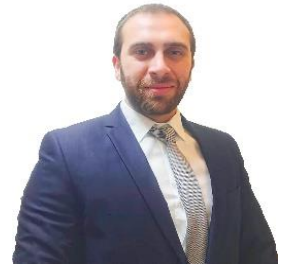
# WAJDY ZEIDAN

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📍 Dubai- UAE

Date of Birth: 1997



## SUMMARY

Versatile professional with success in Sales (Magilla) and Accounting (Ragheeb Kitaz Sons). Skilled in sales, market research, and team collaboration. Proficient in inventory management and customer service. In accounting, excels in financial transactions, invoice management, and reconciliation. Holds a Banking & Finance degree with certifications in Accounting and ICDL. Strong in negotiation, relationship building, and financial tasks. Results-oriented with a focus on customer satisfaction. Ready to contribute effectively to any team.

## PROFESSIONAL EXPERIENCES

### Sales Executive, Magilla

**February** 2021 – 2023 February

- Promoted and sold products using solid arguments to existing and prospective customers
- Built relations with customers and gave the best service to make them satisfied
- Conducted market research to understand potential clients and industries.
- Conducted sales presentations and product demonstrations to potential clients
- Worked collaboratively with the sales team to achieve departmental goals.
- Supplied management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Arranged, organize, and count the inventory in the storage room
- Handled returns and exchanges professionally and in compliance with store policies.
- Resolved customer concerns and complaints in a courteous and timely manner, escalating issues to supervisors when necessary.

### Junior Accountant, Ragheeb Kitaz Sons

October 2019 – October 2020

- Recorded all financial transactions, including purchases, sales, and expenses, in the appropriate ledgers.
- Processed and tracked invoices, ensuring timely payments to suppliers.
- Monitored customer accounts, send invoices, and follow up on overdue payments.

- Reconciled bank statements with the company's financial records regularly to ensure accuracy.
- Assisted in the preparation of financial statements and reports
- Collaborated with senior accountants to develop and monitor budgets.
- Calculated and processed employee salaries, wages, bonuses, and other compensation accurately and in a timely manner.

## **EDUCATION**

Bachelor's Degree in Banking & Finance  
2023 Hama University – Syria

## **Certificates**

- Alameen Soft for Accounting
- ICDL
- Intermediate Accounting
- Business Communication

## **SKILLS**

- Negotiation
- Closing deals
- Relationship building
- After-sales support
- Objection handling
- Sales presentations
- Client relationship management
- Problem-solving
- Customer satisfaction
- Financial Statements
- Budgeting
- Microsoft office
- Accounts Receivable/ Payable
- Reconciliation
- Salary Calculation

## **REFERENCES**

Available Upon Request.