

Mina Nashed Badie Giad

Mobile: +971 55 343 1914 | Email: menanashed62@gmail.com | Abu Dhabi, UAE

Career Objective

Motivated and detail-oriented professional with diverse experience in accounting, cashier operations, sales, administration, and surveying. Seeking a challenging role as an Accountant, Cashier, or Administrative Officer in a reputable organization where I can leverage my skills in customer service, team coordination, and financial management to contribute to business success.

Professional Experience

Salesman - ORANGE Egypt (June 2023 - February 2025)

- Managed a sales team and delegated daily tasks.
- Demonstrated excellent customer service and communication skills.
- Nominated for branch manager due to high performance.

Surveying and Mapping Technician - ORASCOM Construction (December 2021 - July 2022)

- Carried out land surveying tasks and data analysis.
- Created accurate maps and layouts for construction projects.

Supervisor - EVA PHARMA (June 2021 - December 2021)

- Coordinated monthly maintenance schedules and technical teams.
- Managed employee vacations, staff affairs, and car maintenance.

Salesman - Hewala Egypt (September 2019 - August 2020)

- Sold health and massage devices with hands-on demonstrations.
- Provided payment solutions and product explanations to customers.

Outdoor Salesman - Target Company, Egypt (January 2018 - July 2019)

- Conducted home visits and water analysis for filter sales.
- Educated customers about filtration systems and managed payments.

Education

Bachelor's Degree in Accounting - Helwan University, Egypt (2021)

Diploma in Surveying and Mapping - Assiut University, Egypt (2019)

Skills

Technical Skills:

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Windows OS (XP to 10)

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- Internet and LAN usage

Accounting & Admin Skills:

- Account management and reporting
- Time and team management
- Documentation and scheduling
- POS and cashier operations

Soft Skills:

- Excellent communication
- Customer service orientation
- Teamwork and leadership
- Ability to work under pressure
- Problem-solving

Languages

Arabic: Native

English: Good