



CONTACT

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☎ 0551813433

📍 United Arab Emirates, Abu Dhabi, Hamdan st

PERSONAL DETAIL

Date of Birth : 31/08/1991

Marital Status : single

Nationality : Egyptian

SKILL

sales

customer accounts

MS office & Outlook

computer skills

team work

work under pressure

INTERESTS

football

swimming

reading

traveling

LANGUAGES

Arabic

English

OBJECTIVE

Knowledgeable Accountant bringing [10] years of experience. Results-driven accounting professional with a strong background in cash handling and financial management. Seeking a challenging position in accounting where I can utilize my expertise in reconciling cash transactions, managing financial records, and ensuring compliance with accounting principles. Committed to accuracy, efficiency, and maintaining the highest level of integrity in cash handling processes. Dedicated to contributing to the financial success of the organization through meticulous attention to detail and strong analytical skills. The ability to follow up and analyze customer balances and prepare daily reports on customer's position.

EXPERIENCE

1/3/2013 - 25/6/2023

Al Ola Steel Group

customer accounts

Creating new customer accounts in the system, collecting necessary information, and assigning unique identifiers or account numbers. Recording customer orders, tracking inventory, and updating the account with the details of the products or services purchased. Generating invoices or bills for the customers based on their purchases, including any applicable taxes or fees. Recording and processing customer payments, updating the account balance, and ensuring accurate and timely payment application. Regularly updating customer account information, such as address changes or contact details, and addressing any customer inquiries or concerns related to their accounts. Monitoring overdue payments, sending reminders or collection notices, and working with customers to resolve outstanding balances. Generating reports on customer accounts, analyzing customer behavior and trends, and providing insights to improve customer satisfaction and retention.

1/1/2011 - 1/2/2013

Remix Real Estate Development

Salesman

Built and maintained strong relationships with clients, providing exceptional customer service and support. Stayed updated on local real estate market trends, regulations, and industry best practices. Prospected and generated leads to acquire new clients and expand client base. Conducted property showings and provided guidance to buyers or tenants throughout the selection process. Conducted market research and analysis to provide clients with accurate and up-to-date information.

1/1/2009 - 1/12/2010

Carlos Cafe

Cashier

Processed customer transactions accurately and efficiently, including cash, credit card. Handled cash register operations, including opening and closing procedures, balancing cash drawers, and reconciling discrepancies. Greeted customers in a friendly and professional manner, providing excellent customer service and addressing inquiries or concerns.

EDUCATION

2013

Alexandria University Faculty of Commerce

Bachelor's degree in Finance and Business

Mohamed  
Tawfik  
Ramadan