



# Abdelshakour Ahmed

UAE: Dubai

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## Objective

Seeking for challenging opportunity where I can use my skills and experience for the success of the organization which has a healthy work environment and recognize the value of hard work, also trusts me with renewable challenges.

## Experience

### **Redha Alansari exchange (Dubai)**

**June 2022 till now**

#### **Teller**

- Front office operations including remittance operation ,cash and WPS (wages protection system) operation.
- Inform customers of Anti money laundering danger and know your customer policy.
- Reporting any suspicious customer transaction.
- Accurately maintained records of each transaction and ensured all documentation and paperwork was in place and within compliance.
- Assisted customers with various questions about their transactions .



### **Habitat (cairo)**

**October 2019 April 2020**

#### **Accountant**

- Prepare and post journal entries to ensure all business transactions are recorded.
- prepare financial weekly, monthly, and annual financial reports.
- Inventory control, preparing sales invoice.
- Managing customer's accounting.
- Maintaining accounts payable and receivable.



**Customer service**

- contact potential and existing clients and increase customer loyalty.
- Ensure quality of inbound ,outbound calls in order to get client satisfied.
- Provide accurate information about the company.
- Awareness the clients of new services and products at the company.
- Listen to the customer's needs to generate repeat sales.

**Skills**

- Good communications skill.
- Self motivated , hardworker person.
- Problem solving ,decision making.
- Good ability to work with the staff as one group.

**Educations**

- Bachelor degree.
- Faculty of commerce English section.
- Accounting department.

**2020**

**Languages**

- Arabic : mother tongue.
- English: fluent.

**Computer skills**

- Professional user of Windows,Internet.
- Professional user of Microsoft office.

**courses**

- Professional financial accountant.
- Income tax ,electronic accounting program.