

ISMAIL KOTB

Reception-Data Entry

Customer Service-Retail Sales



Contact



Dubai, United Arab Emirates



0588805738



Ismailkotb222@gmail.com



International Driving Permit



<https://www.linkedin.com/in/ismail-kotb-7114b2200>

Personal Details

Date of Birth: 04/11/1997

Nationality: Egyptian

Marital Status: Engaged

Visa Status: Tourism

Gender: Male

Religion: Muslim

Key Skills

Data Entry

Customer Service

Calendar Management

Training and Development

Cash Handling

Call Centre Operations

Team Work

Multi-Tasking

Work under Pressure

Languages

Arabic: Native

English: Advanced

Swedish: Beginner

Objective

Knowledgeable and professional Receptionist skilled in administrative support and customer service objectives. Brings 3 years of experience managing fast-paced, front desk operations. Strong planning, problem solving and communication skills. Personable and energetic Receptionist committed to delivering excellence in all facets of customer service and administrative support. Offering honed competencies in data-entry, database management and scheduling.

Experience

Online Accounting and Data Entry 07/2021-Current

Ask Redovisningbyrå Sweden- Stockholm, Sweden

provides financial information to management by researching and analyzing accounting data; preparing reports. and entering financial transactions into the ledger and preparing tax and financial reports for clients

Receptionist and Customer Service 08/2021-10/2023

Concord Specialized Hospital - Damanhur, Egypt

Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts. Welcomes patients and visitors in person or on the telephone, and answering or referring inquiries.

Data Entry Assistant 12/2020-07/2021

Mars Egypt - Damanhur, Egypt

Retail sales assistant 7/2019 – 12-2020

Telecom Egypt - Damanhur, Egypt

Education

Bachelor of Laws - LLB: law, 05/2015 - 06/2019

Faculty of Law-Alexandria University

Hobbies

Photography

Music

Public Speeches

Drama& Theater

Football

Weight Lifting