

Mohamed Atef Nasef

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CAREER SUMMARY

Motivated and detail-oriented banker with a bachelor's degree in accounting and over 5 years of industry experience. Highly skilled in time management, analysis and communication, passionate about helping teams execute tasks with excellence.

WORK HISTORY

Supervisor Redha Al Ansari Exchange
Abu Dhabi | July 2022 - Present

- Reviewing and auditing the daily transactions.
- Performing the due diligence on new Clients, checking the KYC information ,documentation, review and verification of received documentation.
- Responsible for monitoring staff for handling good customer service and assuring good customer experience.
- Responsible for opening Wps accounts for companies.
- Verifying currencies stock and requesting and sending parcels.
- Handling all customers with different nationalities.
- Reconcile accounts payable and receivable.
- Audit financial transactions and documents.
- Comply with financial policies and regulations.
- Issuing all types of transfers like telex transfers, western union and instant cash.
- Sending daily and monthly reports.

Cashier – service officer Fathalla Market
Cairo, Egypt | SEP 2019 – MAR 2022

- Processed sales, exchange and refund transitions efficiently to reduce customer waiting times.
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- assisting other cashiers when necessary.
- establishing a positive work environment for all employees.
- interacting with customers and determining their needs.
- Plan, organize, develop agendas, and facilitate meetings.
- Handle monthly, quarterly and annual closings.

Store keeper – Data Entry Al farma company for food industry .
Cairo, Egypt | JUN 2017 – JUN 2019

- Maintain the store neat and tidy.
- Stock the materials in proper manner in the appropriate location code number wise and category wise.
- Carry out periodical physical verification and asses the stock position.

EDUCATION

- **Bachelor Degree, Faculty of Commerce** OCT.2016, Mansoura University
Mansoura, Egypt

CERTIFICATION

International Computer Driving License, ICDL Foundation - 2017

TECHNICAL AND PERSONAL SKILLS

Technical skills:

- Data Entry.
- Attention to Detail.
- Analytical Skills.
- Negotiation.

Personal skills:

- Problem solving.
- Communication.
- Teamwork.

Languages:

- Arabic (Mother tongue).
- English (Good).