

MOSTAFA FATHY

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Address: Dubai, United Arab Emirates

Sales Officer

BRIEF DESCRIPTION

Results-driven professional with a Bachelor's degree in Business Administration and accounting diplomas. Highly reliable and focused Personal Banker with an exceptional client service record, Adept at working independently or as part of a professional banking team a diverse background in sales. Seeking a challenging role where I can leverage my skills in communication and sales to drive business growth and deliver exceptional results.

PROFESSIONAL EXPERIENCE

September 2023 till now	Respect Legal Translation Services LLC, Dubai Duties in the company: <ul style="list-style-type: none">✓ Develop and implement sales strategies to promote translation services, consistently achieving or exceeding sales targets✓ Conduct market research to identify new business opportunities and expand client base✓ Build and maintain strong relationships with clients, ensuring high levels of satisfaction and retention✓ Collaborate with cross-functional teams to optimize sales processes and improve overall business performance	Sales Representative
July 2021 - June 2023	Agricultural Bank of Egypt, Egypt Duties in the company: <ul style="list-style-type: none">✓ Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.✓ Informing customers about bank products and services.✓ Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.✓ Maintaining and balancing cash drawers and reconciling discrepancies.✓ Packaging cash and rolling coins to be stored in drawers or the bank vault.✓ Keeping a clean, organized work area and a professional appearance.✓ Handling currency, transactions, and confidential information in a responsible manner.✓ Using software to track bank information and generate reports.✓ Following all bank financial and security regulations and procedures.	Universal Teller

January 2021 - July 2021	Agricultural Bank of Egypt, Egypt	Customer Service Representative
	Duties in the company:	
	<ul style="list-style-type: none"> ✓ Recommending and explaining banking services and products to clients based on their needs. ✓ Managing client bank accounts, including opening and closing accounts, and overseeing transactions. ✓ Presenting and selling banking services and products to existing and prospective clients. ✓ Referring clients to in-house financial experts and/or relevant bank departments, such as mutual funds, and trust management, when necessary. ✓ Preparing documentation to open or close accounts, including obtaining signatures, and assigning account numbers, when necessary. 	
2019 - December 2020	Maxab Internet Publishing LLC, Egypt	Financial Specialist
	Duties in the company:	
	<ul style="list-style-type: none"> ✓ Preparation of and updating expenses cash book on a daily basis. ✓ Maintains fixed assets register for all company's assets at the station. ✓ Prepare and develop budget for approval and control. ✓ Reconcile the accounts payable, accounts receivable, daily, weekly, and monthly deposits with station attendants. ✓ Preparation of income & expenses statement at the end of every month. ✓ Withdrawal, deposit and disbursement of fund to the appropriate units as directed. ✓ Ensuring that financial records are maintained in compliance with lawful and accepted procedures and policies of the company. ✓ Preparation and reconciliation of Profit and Loss and Balance sheet reports on a monthly basis. 	

EDUCATION & TRAINING

Bachelor's Degree in Business Administration | 2018
Accounting and Auditing Diplomas

Ain Shams University | Egypt

LANGUAGES & SKILLS

Skills

- Proficient in Microsoft Office Suite.
- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Strategic planning and execution expertise.

Arabic

Native tongue

English

Conversational

EXTRA CURRICULAR ACTIVITIES

Sports

Football

Interests

Commerce, Literature, Computers