

Mohamed Mosad

United Arab Emirates ✉ mohamedmos33ad@gmail.com ☎ 0504062770 🌐 <https://www.linkedin.com/in/mohamed-mosad-77410a212>

OBJECTIVE

- I am career oriented with a creative abilities and analytical skills necessary for optimum productivity and performance.
- I have excellent communication and interpersonal skills.
- I am willing to accept responsibility easily adaptable and selfmotivated with professional approach through determination and dedication.

EXPERIENCE

Customer service "Teller"

"IBAG" Western union

October 2022 - January 2024, Egypt

- Efficiently manage all banking transactions, including withdrawals, deposits, currency exchanges, and money transfers.
- Perform thorough reviews of the treasury, conducting audits to reconcile cash balances with various currencies.
- Provide direct assistance and support to customers, ensuring their needs are met promptly and accurately.
- Take responsibility for handling significant cash transactions and obtaining customers' signatures on transfer receipts.
- Note: This job description highlights my proficiency in managing banking operations, conducting audits, and providing excellent customer service to ensure smooth and secure transactions.

Inventory administrator

Nestle

August 2021 - September 2022, Egypt

- versee warehouse operations including inventory management, order processing, and stocktaking.
- Ensure accurate record-keeping of inventory levels and transactions, coordinating with the accounting department.
- Monitor and track warehouse activities to optimize efficiency and minimize errors.
- Coordinate with other departments to fulfill orders and maintain adequate stock levels.
- Implement and enforce safety procedures and regulations within the warehouse environment.

Sales representative

lipton

March 2020 - August 2021, Egypt

- Promote and sell Lipton Company products to retailers and wholesalers.
- Develop and maintain relationships with existing clients while actively seeking new business opportunities.
- Provide product information, pricing details, and promotional materials to potential customers.
- Monitor market trends and competitor activities to identify sales opportunities and potential threats.
- Collaborate with the sales team to develop strategies for increasing product sales and market share.
- Prepare and submit sales reports, forecasts, and budgets to management.

EDUCATION

bachelor of arts

Minor in Achaeology • Tanta University • Tanta,Egypt • 2018 • Good

COURSES

- "Customer service excellence" Training course at Top Business
- Anti-Money Laundering from Egypt Bank Institute (2022).

SKILLS

Computer:

Microsoft Office: Word, Excel, PowerPoint.

Language:

English: Intermediate Level.

Arabic: Mother Tongue.

Personal:

Ability to work with different mindsets.

Ability to work in different environments.

Ability to deal with customers.

Communication skills.

Ability to deal with customers.

Problem Solver.