



Arshed Elsedik

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Professional Summary

An experienced accountant and administrator with extensive expertise in accounting, human resources, sales, and telecommunications. I have a proven track record in business development, process optimization, and enhancing financial and operational performance. Additionally, I have successfully established and managed private ventures in confectionery and design, which have strengthened my skills in production, digital marketing, and business operations management. I seek to join a dynamic organization where I can leverage my skills and expertise to contribute to achieving strategic objectives.

Work Experience

Assistant Accountant, NEW DAMIETTA PORT (Customs Department)

1/2017 - 1/2021

- Verify supplier invoices that have been submitted for approval
- Booking the invoices and preparation of the Cheques to the suppliers after checking
- Check accounting accuracy of the payment vouchers
- Review accounts with other branches.

Hr_Assistant, METALEX FOR FIPER LASER AND BEND METAL

1/2021 - 1/2022

- Recruitment and selection
- Payroll and benefits administration
- Employee records and documentation
- Employee data management and reporting

Courses

Icdl

Delta School

Marketing

Delta School

Management Diploma

Delta School

Skill

Accounting

Quickbook

.Problem Solving.

Effective Time Management

Multitasking

Fast Learner

Computer Skills

Customer Service

Microsoft Office

Leadership Skills

Problem Solving Skills

Accountant, EL SEDIK BRO INERS HYDRAULIC & HEAVY LOUIPMENI REPAIRS

1/2022 - 1/2023

- Manage all accounting transactions • Prepare budget forecasts • Publish financial statements in time • Handle monthly, quarterly and annual closings • Reconcile accounts payable and receivable • Ensure timely bank payments
- Complete too n pro one are/lose stromonte, • Report on the company's financial health and liquidity

Sales, Misr Life Insurance

1/2023 - 2/2025

- Consider the needs of customers of savings and insurance plans and pensions commensurate with income. • I was the top producer in the branche at

Telecommunication , Orange - Egypt " Damietta Branch"

1/2020 - 1/2023

- Conduct outbound calls to promote and sell Orange's telecommunication services and products. • Provide detailed information about mobile plans, internet services, and promotions. • Utilize CRM systems to track customer interactions and manage follow-ups effectively. • • Collaborate with cross-functional teams to improve sales strategies and enhance service quality.

Accountant, Golden ARC Metal Works L.L.C

1/2025 - 2/2025

Prepare and analyze financial statements, ensuring compliance with accounting standards and regulations. • Manage accounts payable and receivable, ensuring timely payments and collections. • Process payroll, reconcile bank statements, and handle tax filings. • Assist in budgeting, financial forecasting, and variance analysis. • Ensure accuracy and integrity of financial records through regular audits and reconciliations. • Collaborate with internal teams and external auditors to streamline financial operations.

Education

Delta University For Science And Technology, Business Adminstration

11/2018 - 06/2022

Bachelor's degree in Business Administration (Studied in English) Graduation project First project: Solving Time Management Second Project: Website & Customers solutions

Business Development Strategies

Effective Team Leader

Time Management Skills

Sales

Telecommunications

Customer Relationship Management (CRM)

Interpersonal Communication Skills

Technical Writing

Customer Relationship

Telecommunication Product Knowledge • Sales And Negotiation Skills

Language

English

German

Arabic

Hobby

- Preparing Desserts And Developing New Recipes.
- Designing Decorations And Artwork
- Entrepreneurship And Business Project Management

Entrepreneurial Projects

Founder And Director Of The Online Sweets Page, Mr Sweet

1/2020 - 2/2024

Manufacturing sweets at home and marketing them via electronic platforms and social media. • Develop digital marketing strategies to increase sales and achieve a broad customer base. • Managing ordering, delivery, and customer service processes to ensure a distinctive experience

Founder And Director Of An Online Page For Drawings And Decoration, A Slice Of The Art Of Life

2/2019 - 2/2023

Design and implementation of home decor and artistic paintings upon request. • Develop a digital marketing strategy to attract customers online and increase sales. • Supervising production and shipping operations and managing customer satisfaction