

Ahmed Rabia Ismail Tolba

Junior Accountant

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Profile

Detail-oriented and results-driven International Accountant with over 4 years of hands-on experience in financial operations, account management, and customer service across various industries including retail, telecommunications, and banking. Demonstrated expertise in financial reporting, budgeting, and reconciliation. Adept at using accounting tools and software, with a proven ability to work in fast-paced environments while maintaining accuracy and compliance. Seeking to contribute strong analytical and accounting skills to a reputable organization

Skills

- Financial Reporting: Proficient in preparing monthly and annual financial statements.
- Bank Reconciliation: Skilled in organizing and updating financial records with precision.
- Microsoft Office Suite: Expertise in Excel, Word, and PowerPoint.
- Sales & Marketing: Experience in product promotion, customer support, and marketing strategies.
- Teamwork & Collaboration: Adept at working with various departments to maintain financial accuracy and boost productivity.
- Communication: Strong written and verbal communication skills, ensuring clear and effective interactions.
- Time Management & Adaptability: Able to meet deadlines and work efficiently under pressure. Analytical Thinking: Capable of analyzing financial data and providing insights into strategic decision-making.

Experience

Accounts Executive- Anfask Lil Otoor Company – Cairo, Egypt | Feb 2024 – May 2025

- Manage and reconcile customer accounts to ensure accuracy and transparency.
- Prepare financial reports and statements for review and analysis.
- Collaborate with the sales team to resolve billing issues and improve customer satisfaction.
- Streamlined account handling processes, increasing transaction efficiency.

Customer Service Representative - B-Tech Trading, Egypt (July 2022 - January 2024)

- Handled customer inquiries, providing accurate information and support for product-related queries.
- Resolved customer issues promptly and professionally, contributing to improved satisfaction rates.
- Managed a high volume of calls and emails, maintaining a positive and helpful attitude to enhance customer experience.

Junior Accountant - Asouaq Al Etihad Company (July 2020 - July 2021)

- Prepared monthly and annual financial reports to support financial analysis.
- Conducted bank reconciliations and maintained organized financial records.
- Processed and verified invoices, ensuring accurate payments.
- Collaborated with other departments to ensure financial data accuracy.
- Assisted in strategic planning and financial forecasting.

Sales Representative - Tiger Trading, Egypt (August 2021 - September 2023)

- Promoted products and effectively communicated their benefits to customers, increasing sales by 15% within the first year.
- Assisted customers in understanding product features and provided personalized recommendations to meet their needs.
- Collaborated with the marketing team to launch new products and promotional campaigns, resulting in enhanced customer engagement.
- Managed customer inquiries handled complaints professionally and maintained a high level of customer satisfaction.
- Trained new sales staff in product knowledge and customer service techniques.

Education & Certifications

Bachelor of Commerce (Accounting & International Finance - English Section)

Sep 2020 - July 2024

Beni Suef University, Beni Suef Governorate , Egypt

- Courses: IFRS, Financial Analysis, Corporate Finance, Banking Systems
- GPA Equivalent: 3.6 / 5.0

Languages

- Arabic (Native)
- English(Proficient)

Additional Information

- Currently on **Visit Visa** in the UAE
- Available for **immediate joining**
- Open to **Accounting, Finance, Customer Service, and Administrative** roles