

To: "HR Department"

Att.: HR Department Manager

Dear Mr. (s),

Please accept the enclosed resume as an expression of interest in exploring employment opportunities in your organization.

I am a candidate worthy of consideration. I am well respected in my profession as an upstanding, hard working individual who can be counted on to "get the job done".

Though my resume is detailed, it cannot fully demonstrate the manner in which I have achieved success. Character, personality, and the ability to work in a team environment can be evidenced in a personal meeting! I would welcome an interviewing opportunity at your earliest convenience

Thank you for your time and consideration. I am certain that I can be a contributing member for your organization.

Regards,

Amr Essam

Amr Essam El-Din Abd El Latif
44 Hadika st Garden city
Mobile: 01098090416
Amressam147@gmail.com

Objective:

Seeking a job in a dynamic corporation, a position in a growing environment that offers a career development.

Education:

Bachelors Degree in Commerce (2009)
1990-2001 Lycee el Haram

Experience:

23/7/2003- 3/10/2004

Super head organizer for One 2 one communications Company.

16/2/2006- 30/6/2006

Tele sales for club seven Company

1/6/2007- 3/9/2007

Marketing representative for Intel (in marina)

14/6/2008- 15/9/2009

Marketing representative for Philip Morris (Marlboro)

- **Team leader** in marina for a new event (**order your Owen pack**)
- **Team leader** in Sharm el shik in pacha for 4 month
- **Team leader** in Hurgada for 1 month Marketing representative in 3 concert (**Robby Riviera in pacha & David guata in first mall & Tiesto in Gazala**)
- **Marketing representative** for new event **Design your Owen pack**

15/11/2009-

Trade marketing specialist for Mantronix {Samsung & Galaxy} (Mansour Company)(November 2009 - October 2011)

Job description:

- Deal with the dealers for the stand places
- Check the marketing display
- Make a weekly presentation for the marketing.
- Deal with suppliers for the stand and events

October (2011-2013) CRM coordinator:(Mantronix Mansour)

- It's a customer relation chip management concerned with all customers' details.
- Handling complains.
- Guiding the customers.
- Increasing the customer loyalty to the company.
- Making telesales.
- Sailing different brands.
- Dealing with all electronic appliances (AV-AC-HA).
- Coordinating with other departments.
- Make a monthly report for the exchanges and customers details.

February (2013)

Industrial commercial accountant in (TAQA Arab ia)

Main propose

Prepare and track industrial client invoice until payment occurs, and determine exact percentage

From collected money to be paid to E-Gas based on sector and consumption

Responsibilities

- Create invoices for industrial clients based on meter reading obtained from collection department
- Determine profit margin from each invoice and the monetary amount to be issued by finance department to E-Gas (Egyptian natural gas holding company).
- Follow-up with industrial clients until invoices are fully paid.
- perform reconciliation with E-Gas to ensure that the amount of gas consumed and prices for each sector are aligned.
- Analyze client accounts with the finance department periodically to verify that client and E-Gas debts correspond to actual invoices and cheques issued and entered into the system.
- Editing Restrictions Daily in (GI) system.

June (2016Present)

Treasury department (TAQA Arab ia)

Highlights of Qualifications:

- Ability to work under pressure.
- Good communication skills.
- Self –motivated
- Persistence to achieve goals

Computer Skills:

- S.A.P system
- Ms Excel
- Ms Word
- Ms Outlook
- Internet Applications

Language Skills:

- Arabic: Mother tongue
- French: Fluent spoken and written
- English: Good spoken and written

Hobbies:

- Traveling
- Reading
- Listening to music
- Cars
- Swimming

Personal Data:

- Date of Birth: 03/09/1985
- Place of Birth Giza Governorate
- Nationality: Egyptian
- Marital Status: Single
- Military Service: postponed