

KHALED MAHMOUD MOSTAFA

2 Lotfy- Dar Elsalam - Cairo | 01123767184 / 01013329810 |
Khaledmahmoud7189@gmail.com

OBJECTIVE

I'm currently looking for a full-time position in a reputable organization that offers a greater challenge, increased benefits for me and the opportunity to help the company advance efficiently and productively.

SKILLS

- ✓ Proficiency in communication in Arabic and English.
- ✓ Ability to use MS Office programs.
- ✓ Proficiency in presenting presentations in an attractive manner.
- ✓ Mastering teamwork.

WORK EXPERIENCE

Raya Holding for Financial Investments

Retail Sales Executive | July 2021 – present

- Receiving the goods from the company, inventorying them, and placing them in the branch stores.
- Making premium orders for clients.
- Collaborate with the work team to achieve better results.
- Prepare and deliver appropriate presentations on products and services.
- Searching for new sales opportunities by communicating with customers by phone and social media.
- Collect feedback from customers and share it with the organization's work team.
- Receiving and inspecting incoming goods.
- Processing and shipping customer orders.
- Carrying out periodic and annual inventory operations.
- Documenting and updating inventory databases.

COURSES

- Professional financial accountant (PFA)-online study.
Jan,2023
- The Comprehensive Chief Accountant workshop at RS financial services.
Held on 8 Jan,2023 – 8 April,2023
- Accounting Excel (online course).
March,2023

EDUCATION

2018 - 2019 | Cairo University
Bachelor degree in commerce - Accounting

PERSONAL INFORMATION

NATIONALITY : EGYPTIAN

DATE OF BIRTH : 11/7/1997

GENDER : MALE

MILITARY STATUS : COPLETED