**Mona yosrey yossef**

Address: no. block 4 mad5al 1 sha2a 3 amam nady 36 \* helwaan, Egypt

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**Objective**

Seeking a challenging position that best fit my academic and post-graduation qualifications in a company that enhances my skills and offers a good long term career opportunity.

**Work Experienc**

Director in Safety Source CO . ( 10-2017 till now)

**Tasks**

* Preparing purchase invoices
* Matching supplier accounts
* Entering sales invoices on the program
* Closing Daily Cash
* Follow up on bank accounts and cash checks
* Prepare the monthly report for the treasury
* Follow up the sales department and customers
* Follow up on everything related to employees

**Job Description**

Manage key accounts

Act as the point of contact for clients

Organize regular client meetings to discuss their requirements

Resolve problems and handle complaints in a timely manner

Identify new potential customers

Supervise sales account representatives

Ensure budget and time requirements are met

Stay up-to-date with new features and product launches

Establish best practices

Monitor and report on sales performance analytics

Suggest innovative ideas to increase sales and improve customer experience

**Education**

BA ART – Oriental languages– Helwan University – 2010 .

Graduation Grade: Good

**Courses**

 ICDL

English – level 15

Job hunting

**Soft Skills**

* Excellent Communication Skills.
* Team Work Problem Solving and decision making.
* Customer Service.
* Excellent Presentation Skills.
* Talkative - Co-operative.
* Able to work under pressure.
* Able to handle problems.

**Skills**

* **Language Skills** V.Good in spoken and written English, fluent in spoken and written Arabic
* **Computer Skills** Excellent use of Outlook, proficient in Window 7 & 8.1 & 10, MS Office 2007 & 2010 & 2013 & 2016.
* Excellent user of the Internet Applications and Excellent internet user.

**Hobbies**

* Car Racing, Reading, Running, and traveling

**Personal Data**

* Gender :female
* Nationality : Egyptian
* Birth Date : 1/1/1989
* Place of Birth : Egypt
* Marital Status : Married

**References will be available upon Request.**