Mina Atef

Accountant



01283352122

minaatef637@gmail.com

Ambitious Accountant who is enthusiastic about bringing skills and knowledge to a long-term position. Graduated from Ain Shams with a degree in Accountant and currently pursuing practical experience in the workforce.



Education

BBA: Accounting

Ain Shams - Cairo



Work History

2021-12 - 2022-08

2015-09 - 2019-10

Sales Representive

National Bank of Egypt, Cairo

- Trained and mentored new sales representatives.
- Created professional sales presentations and seminars to effectively demonstrate product features and competitive advantages.
- Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
- Retained excellent client satisfaction ratings through outstanding service delivery.

Operations Coordinator

Astavro Consulting, Cairo

- Provided direction and guidance to internal teams in order to achieve targets.
- Worked with vendors to make purchases and reconcile invoices.
- Introduced new methods, practices, and systems to reduce turnaround time.
- Oversaw day-to-day operations of large teams across several sites.



Skills

Leadership

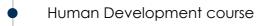
Communication Skills

Direct Sales Training Certification

Sales Advanced Certification

Reservation& Ticketing diploma Certification

2021-09 - 2021-12



Microsoft office