


Mina Atef

Accountant

 7th St. Rashed Gabrel, Cairo, Egypt

 01283352122

 minaat637@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

2015-09 - 2019-10

BBA: Accounting

Ain Shams - Cairo



Work History

2021-12 - 2022-08

Sales Representative

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.

2021-09 - 2021-12

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

- Human Development course
- Microsoft office