



Mohamed Hamouda

I'm seeking a position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company.

Work experience

Branch manager

Sep 2007 - Now

Western Union(IBAG), Alexandria

- Cash Handling:establish and document the flow of cash and cash receipts, and provide guidelines for the proper management ,responsible for receiving, handling, and safeguarding cash and cash equivalents.

- - Customer Service:Serves customers by providing product and service information and resolving product and service problems.
- Attracts potential customers by answering product and service questions and suggesting information about other products and services.
- Opens customer accounts by recording account information.
- Maintains customer records by updating account information.
- Resolves product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, and following up to ensure resolution.
- Maintains financial accounts by processing customer adjustments.
- Recommends potential products or services to management by collecting customer information and analyzing customer needs.
- Prepares product or service reports by collecting and analyzing customer information.
- Contributes to team effort by accomplishing related results as needed.

- - Data Entry:Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
- Combines data from both systems when account information is incomplete.
- Purges files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures and reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

- - Accounting:Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.

Personal

Name
Mohamed Salah

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Email
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Date of birth
25-09-1984

Place of birth
Egypt

Nationality
Egyptian

Marital status
Married

Languages

Arabic	Native
English	Fluent

- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

Education and Qualifications

Bachelor of commerce

Sep 2002 - Jul 2006

Alexandria university, Alexandria

- Department: Accounting.
- Section: English
- Grade: V. Good

References

References available on request.

Skills

- Excellent business judgment with strong written and oral communication skills
- Superior analytical abilities and quantitative skills. Comfortable with complex financial data.
- Polished communication skills - speaking, writing, presenting and negotiating
- High threshold for working in an ambiguous, fast paced environment start-up like environment – figuring it out and adapting as you go
- Ability to operate simultaneously and effectively in both tactical and strategic modes
- A willingness to roll up sleeves to get it done
- Experience in vendor negotiations, pricing and promotion, inventory management, and product development
- Ability to think and lead in a high-energy, fast-paced environment
- Comfortable with “hands-on” management of tasks, and proven ability to manage multiple, competing priorities simultaneously
- Ability to own, manage and speak to a P&L
- Proficient in Excel