

Curriculum Vitae

Name :
Address :
Phone :
Email :

Marwa Yousry Abdel Sayed Ali

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Objective

To obtain a challenging position in a well established organization with the goal of contributing my education , experience and efforts to its expansion and development .

Personal Details

Place / Date of Birth:

Giza, Mar 21th 1990

Gender:

Female

Marital Status:

Single

Formal Education

- 1- an upper intermediate diploma - systems and information - Coptic Girls College - Abbasiya**
- 2- Bachelor of Commerce, Helwan University - Accounting Division**

Educational discs

- 1- Training course at Misr Petroleum Company**
- 2-Microsoft course**

Work Experience

- 1- 3 years as a call center in Ramco Pharm for the pharmaceutical trade (Expert in call center)**
 - Print the orders and send them to the concerned branches
 - Communicate and coordinate with patients and distributors
 - Communicate with the branches to ensure that the order is delivered at the specified time and place , Reconnect with the patient to be assured of delivery
 - Ensuring the solution of any problem resulting from the inability to communicate between the patient and the distributor
- 2- 4 years as an accountant at Ramco Pharm for Pharmaceutical Trading**
 - Customer accounts (reviewing the collection of distributors - entering the collection on the Orical system - Sea Commerce - receiving intact and damaged returns after the review - solving customer problems - reviewing and receiving invoices from distributors, housing them and keeping them on the device

● Interpersonal skills

- The ability to communicate with any kind of customers .
- The ability to negotiate with confidence .
- The ability to prepare presentations & serve it .
- The ability to take responsibility and work independently & groups.
- The ability to develop attitude .
- The ability to plan & organize job tasks effectively listening
- Continuous learning
- I am self-motivated
- Ability to communicate with suppliers

● LANGUAGE

- Arabic (Mother Tongue).
- English (Good).

● Computer skills

- Experienced user in Microsoft office .
- Very good knowledge in computer searches .
- Very good Experienced internet social media .
- Experienced user of outlook

All References Available Upon Request

Marwa Yousry Abdel Sayed Ali