

Ibrahim Elsayed Elkomy

Executive Manager

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Objective

Accomplished executive professional with over a decade of leadership experience across operations, finance, and strategic development. Seeking to contribute to organizational growth by driving high-impact results through data-informed decision-making, cross-functional team leadership, and a strong commitment to operational excellence and aligning with corporate vision.

Education

Bachelor of Commerce

Tanta University – Class of 2011

Work Experience

General Executive Manager | *United Institution for Auto Spare Parts*

2020 – 2024

- Negotiated key contracts and strategic partnerships.
- Ensured adherence to legal and regulatory requirements.
- Set organizational goals and tracked performance using measurable KPIs.
- Drove strategic business growth initiatives, including acquisitions and market expansion.
- Directed executive team and managed daily workflows.
- Led company operations, directing strategic planning and performance optimization.

Showroom Manager | *El-Badawy Automotive*

2019 – 2020

- Managed compensation structures and streamlined payroll processing.
- Delivered professional development initiatives.
- Implemented HR frameworks covering evaluation, retention, and compliance.

- Supervised frontline staff and optimized customer experience in showroom operations.
- Monitored daily financial transactions ensuring accuracy.

Administrative Coordinator | *Al-Waha Trading and Distribution*
2013 – 2015

- Supervised stocktaking operations and implemented inventory accuracy protocols.
- Supported month-end and year-end closing with accurate inventory and cost data.
- Tracked inventory variances and initiated corrective actions to reduce losses.
- Maintained coordination between finance and logistics to support smooth supply chain flow.

Accountant & Warehouse Head | *Equal for Import, Trading, and Distribution*
January 2019 – July 2019

- Collaborated closely with team members to maintain efficient and organized store operations.
- Accurately processed point-of-sale transactions while providing prompt and professional responses to customer inquiries.

Courses & Certifications

INFC Academy

Duration: 3 months

- **Business Fundamentals** – Introduction to business operations and concepts.
- **Marketing Essentials** – Strategies, market analysis, and customer targeting.
- **Customer Service Excellence** – Handling clients and enhancing satisfaction.
- **Effective Communication & Body Language** – Verbal and non-verbal communication skills.
- **English Language Skills** – General English for workplace communication.
- **ICDL** – Demonstrated competence in essential computer and digital skills.

Hard Skills

- Microsoft Office & Financial Software.
- HR Policies & Payroll.
- Inventory Planning & Supply Chain Oversight.
- Procurement & Order Management.
- Microsoft Office (Word, Excel, PowerPoint).
- Accounting & Bookkeeping.
- Documentation & Compliance Management.

Interpersonal Skills

- Leadership & Decision Making.
- Workflow Optimization.
- Business Negotiation.
- Analytical Thinking.
- Strong communication skills.
- Time management and prioritization.

Languages

- Arabic: Native
- English: Intermediate