

----- Curriculum Vitae-----

Personal Information

Name: Rehab Eloqely
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Birth Date: September 25th 1988
Gender: Female
Marital Status: Single
Nationality: Egyptian



Education

2022 – 2024

- Master of Operation & Supply Chain Management, Arab Academy for Science Technology and Maritime.

2005 – 2009

- Bachelor's Degree in Accounting, Faculty of Business - English Department, Alexandria University.

Work Experience

01/09/2018 - Present

1) Key Account Manager at Export Company (Dates & Herbs)

Job Description:

Key Account serve as the lead point of contact for all customer account management

1. Answer client queries and identify new business opportunities among existing clients.
2. Prepare the contract and send it to client.
3. Follow up receiving signed contract & Payment.
4. Activate the Operation to Finance, Production & Logistics.
5. Follow up receiving readiness of goods from Production department.
6. Prepare Notice of Shipment to client.
7. Prepare Commercial Invoice & Review draft Shipping documents.
8. Confirm the documents with Logistics to issue Shipping documents accordingly.
9. Send the Shipping documents to Client.
10. Track vessel arrival and container withdrawal.
11. Check customer Feedback.

01/01/2011 – 31/08/2018

2) Supply Chain Specialist at Marine Supplies Company

Job Description as follows:

1. After Receiving Requests, Search for Suppliers related to the requested item and send RFQs.
2. Review received offers technically and ask the suppliers for any clarifications required.
3. Review offers commercially and select the accepted offer accordingly.
4. Prepare the Technical & Commercial offer.
5. Send the offer to our client & follow up.
6. Send Purchase Order to the selected supplier.
7. Issue bank transfer request and to send bank swift to supplier once ready.
8. Arrange shipping Process with Shipping agent.
9. Send notice to the client once it arrives to its destination.
10. Calculating final cost and profit, issue invoice and send to finance department.

01/01/2010 – 01/03/2010

3) Accountant at Securities Brokerages Company

Job Description as follows:

1. Calculate daily records and accounts.
2. Prepare Monthly Statement of account.
3. Register the client's share on the system to be ready for selling.
4. Follow up Share prices on the stock exchange session and respond for client's questions.

15/07/2007 – 15/08/2007

4) Training at Bank of Alexandria

1. Customer Service.
2. Accounting.

Reference Available Upon Request