



Ibrahim Hussien Badr Abd Elhamid

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Work Experience:

From 2019-till present

Logistic manager at (Solis for imports and exports)

Job description:

- Strategic planning and management of logistics, warehouses, transportation and customer services.
- Guiding the team and improving and coordinating the entire system cycle.
- connect and negotiate with suppliers, manufacturers, retailers and consumers
- Track quality, quantity, inventory levels, delivery times, transportation costs and efficiency.
- Arrange the warehouse, prepare the goods catalog and choose the appropriate shipping methods.

From 2018- till present

Senior Accountant at Solis Agriservices in Alexandria, Egypt

Job description:

- Summarize and prepare financial status and transactions reports, including a profit and loss statement, and other necessary reports.
- Issue invoices, receipts, credit notes, and other payment documentation.
- Enter data in order to properly allocate receivables and payables (transfers, interest, supplier's payments, client's collections.)
- Generate weekly and monthly reports to the direct manager.
- Handle all cash incomes of the company.
- Examine bank statements and reconciling them with general ledger entries.

From 2017- 2018

Administrative Officer, Student Affairs Pharos University, Faculty of Dentistry

Job description:

- Determining the value of expenses for the student through an accounting program at the university.
- Preparing the necessary reports on the movement of revenues at the university.
- Registration of courses for students in the college.
- Determining the number of hours of study period for students.
- Linking between the student and the subject doctor.

From 2014- 2017

Office of Chartered Accounting, Junior Accountant

Job description:

- Preparation of financial reports and analysis of financial statements.
- Collection and analysis of financial and accounting data.
- Documentation of movements, financial records, purchase and sales movements.
- Prepare reports, statements, necessary financial schedules and accounting books periodically.
- Maintain backups of financial records.

From 2011- 2013

Badr Stores Company for Medical Supplies, Sales Representative

Job description:

- Build relationships and communicate with existing and potential customers.
- Preparing in advance any papers or documents that the client may need to make agreements and conclude contracts.
- A detailed explanation of all the company's products and services, and encouraging customers to acquire them.
- Paying attention to customer problems and helping to solve them, and transferring complaints and suggestions to the company's management.
- Prepare clear action plans (daily/weekly/monthly) and make periodic improvements to them.
- Complete the sale and collection process.

From 2007- 2010

Henkel & Schwarzkopf, Sales Representative

Job description:

- Reach to customers permanently and regularly.
- Present all goods and services to customers appropriately and encourage them to the increase in demand which leads to high sales and profits.
- Receive the requests of all customers, and deliver those orders to customers, according to the dates that have been agreed upon.
- Concluding all agreements related to the sale to all customers and send them to the competent department "shipping department" in the facility.
- Complete the sale and collection process.

Education:

Graduated from faculty of Commerce Alexandria university
Bachelor of finance and business administration

Courses:

- Qualifying workers for management of maritime transport and logistics in ports from the Arab academy for science, technology and maritime transport
- Customs clearance from the Arab academy for science, technology and maritime transport
- ICDL

Personal information:

- Date of birth: December,21,1984
- military status: exempted
- marital status: married

SKILLS AND INTERESTS:

- Languages: Arabic (native), English (Good)
- Smacc accounting software
- Computer skills: Microsoft Office (excel, word, PowerPoint)
- Decision maker
- multitask
- Time Management

Personal Skills:

- Can work under pressure
- leadership
- Self-motivated
- Hard worker and capable to learn new tasks quickly
- Quick learner