

Muhammad Ezat Nasr

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Objective

- Seeking a challenging position that best fit my academic and post-graduation qualifications in a company that enhances my skills and offers a good long term career opportunity.

Work Experience

- ✓ Sales & Cost Control, Profit analysis, Invoices, Matching accounts, and Collectible in **Volt Egypt (11-2022 Till Now)**
- ✓ Sales & Cost Control, Profit analysis, Invoices, Matching accounts, and Collectible in **Original Parts Trading (4-2016 To 2022-11)**

Tasks:

- Prepare and audit sales invoices with clients.
- Revenue Recognition
- Customers balances Verification and debts collections
- bank statements Reconciliations and Check cashing
- Cost and profit analysis

Job Description

- Manage key accounts.
- Act as the point of contact with clients
- Organize regular client meetings to discuss their requirements, resolve problems and handle complaints in a timely manner and identify new potential customers.
- Supervise sales account representatives and ensure budget and time requirements are met.
- Stay up to date with new features and product launches Establish best practices.
- Monitor and report on sales performance analytics.
- Suggest innovative ideas to increase sales and improve customer experience.

- ✓ Accountant and Storekeeper at MAM company **(5-2015 to 10-2015)**
- ✓ Cashier in Carrefour at CFC 5th district. **(11-2015 to 4-2016)**

Education

- Faculty of Commerce – Helwan University – Foreign Trade departs – 2014.
- Graduation Grade: Fair.

Courses

- ICDL Course

Soft Skills

- Presentation, Communication, Motivation, Time Management and Team Building Skills.

Skills

- **Language Skills:**
- Good in spoken and written English, fluent in spoken and written Arabic
- **Computer Skills:**
- V.Good use of MS Word, Excel, Outlook, proficient in Windows XP and Excellent internet user.
- **Interpersonal Skills:**
- Excellent communication, presentation, leadership and self-motivation, ability to travel, open hour work, good team player and work very good under stress and in challenging situations.

Personal Data

- Date of birth: 23/10/1988
- Marital Status: Married
- Military Status: Exempted