

Eslam Shaban Abd Elazem Mahmoud

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SUMMARY

A graduate of the Faculty of Commerce, I have worked in several companies across various fields and gained extensive experience in diverse work environments. Although I have not worked directly as an accountant, I have acquired valuable skills in management, organization, and data analysis through working in multiple roles. I possess the ability to quickly adapt to new tasks and work well within multidisciplinary teams. I aspire to leverage these experiences in fields such as financial analysis and management..

WORK EXPERIENCE:

1. Site Supervisor - Egyptian French Company

Period: From 01/04/2014 to 01/04/2015

- Responsible for overseeing the workflow on-site and ensuring that the work is carried out according to the specified standards and specifications.
- Coordinating between different teams to ensure that projects are completed on time and with the required quality.
- Monitoring the progress of work and resolving daily issues to ensure the smooth flow of the project.

1. Warehouse Keeper and Responsible Manager - Beni Suef Modern Mills and Food Industries Company

Period: From 01/04/2015 to 31/10/2016

- Managing the warehouse and overseeing the storage and distribution of local flour to bakery owners.
- Developing and organizing storage management procedures to ensure efficiency in receiving, storing, and issuing processes.
- Responsible for preparing regular reports on inventory levels and submitting them to senior management.

2.

• Sales Representative - Teba Trading and Distribution Company (Juhayna)

Period: From 01/11/2016 to 30/07/2017

- Promoting products and carrying out sales operations in the markets.
- Building strong relationships with customers and increasing sales volume in the designated area..

• Occupational Health and Safety Supervisor - Helwan Cement Factory

Period: Two months

- Implementing occupational health and safety procedures to ensure a safe working environment..

• Receptionist - Al Borg Laboratory

Period: From 18/04/2018 to 01/05/2023

- Welcoming clients and visitors and directing them to the sample collection areas.
- Managing appointment scheduling and receiving test results.
- Building strong relationships with patients.
- Addressing and resolving daily issues faced by patients.
- Providing customer service that reflects the high standards of a reputable institution like Al Borg.

My Current Position - Egyptian Mining Company for Quarry and Salt Exploitation

Period: From 30/11/2020 to present

- Managing daily operations, including issuing permits, especially for incoming investors to the company

.EDUCATION

Bachelor's degree in Commerce, Accounting Department, Beni Suef University
Graduation Year: 2014

SOFTWARES USED

- Proficient in all Microsoft Office programs (Word – Excel – PowerPoint)
- SAP End user

SKILLS:

- Welcoming clients and visitors and directing them to the sample collection areas.
 - Managing appointment scheduling and receiving test results.
 - Building strong relationships with patients.
 - Addressing and resolving daily issues faced by patients.
 - Providing customer service that aligns with the standards of reputable institutions.
- Managing daily operations, including issuing permits, especially for incoming investors to the company.
- Implementing occupational health and safety procedures to ensure a safe working environment.
- Managing the warehouse and overseeing the storage and distribution of local flour to bakery owners.
- Developing and organizing storage management procedures to ensure efficiency in receiving, storing, and issuing processes.
- Responsible for preparing regular reports on inventory levels and submitting them to senior management..

LANGAUGE:

Arabic: Native language

English: Proficient in reading, writing, and listening.