



AHMED REDA IBRAHIM MUSTAFA EBIED

REFERENCE REPRESENTATIVE

SUMMARY

I am an enthusiastic, motivated, knowledgeable, responsible, and hard-working person. I am a mature team member who is able to adapt to all styles. I am able to work well in a team environment as well as using my own initiatives. I am able to work well under pressure and meet deadlines

EXPERIENCE

- Working as a (receptionist) in a private hospital and then moving from there to the hospital pharmacy.
- Working as a (pharmacist assistant) in the Tarshoubi pharmacy chain.
- Working as a (sales representative) at Rashideen Egypt Company for Trade and Distribution
- Then he worked as an auditor representative at Rashideen Egypt Company for Trade and Distribution

FUNCTIONAL TASKS

- Monitor accounts to identify late payments.
- Communicate with debtors and arrange with them methods of paying bills.
- Keeping all records accurately helps facilitate easy access.
- Preparing and submitting reports on collection activity periodically.
- Follow up on process payments and refunds.
- Resolve billing and customer credit issues.
- Constant updating of collection files.
- Preparing reports on the status of the organization's clients' receivables.

PERSONAL SKILLS

- Attention to detail.
- Ability to work alone.
- Organizing priorities.
- Communication and negotiation skills.
- Crisis management and conflict resolution.
- Having the ability to adapt to difficult or changing circumstances
- Distinctively manage time and resources
- work under pressure
- Ability to negotiate



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PERSONAL INFO

Date of birth: 1989/7/17

Egyptian nationality

Marital status: Married

Military service: termination
of military service

National number:

28907171600139

EDUCATIONAL

Bachelor of Arts, Egyptian
Department of Archeology

LANGUAGE

The mother language is Arabic

Good in English language

Good in Italian language

COMPUTER SKILLS

Microsoft Office

Good use of the Internet

Good use of social networking
sites