

# Mohamed Atef Abdullah Ali

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## OBJECTIVE

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Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

## EDUCATION

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### Cairo University

FALL 2017 - CLASS 2021

*Faculty of Commerce*

B.Sc. Degree in Mangement Sciences

- GPA: Good

## WORK EXPERIENCE

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### Mashreq Bank

Nov2022 - Now

*Account Opening Operation*

- Execute CIFs and accounts related operations accurately and on a timely manner.
- Ensure having complete and proper CIF and KYC required documentation according to bank procedures-
- Coordinate with Compliance and Legal divisions for any case that may require legal or compliance approvals.
- Execute any required non-financial data cleansing tasksEnsure all CIFs original documents are received from concerned branches and timely delivered to archiving unit for E-archiving and filling a purpose

### Etisalat

Feb 2022 - May2022

*Customer Support*

- listen to customers' concerns, issues and questions -Open new customer accounts
- Attract customers by promoting the product and company positively,
- placing orders or fulfilling returns for customers and helping customers select the right product for them

### Quick 24

Jan 2017 - Dec2020

*Supervisor*

- Setting goals for performance and deadlines in ways that comply with company's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks
- Monitoring employee productivity and providing constructive feedback and coaching

## TRAINING

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### Banque Misr

Jun 2021 - Aug 2021

*Trainee*

- Rotating in many Departments (Operations - Customer Service - CRM)

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## **COURSES**

- English Course ( 4 level 1 )
- Microsoft office Course
- Principle for HR Management
- Online Business & Digital marketing
- The Complete Business plan

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## **SKILLS (PERSONAL AND COMPUTER)**

|                                  |                     |
|----------------------------------|---------------------|
| 1-Communication Skills           | Computer Skills     |
| 2-Technical Skills               | Word processing     |
| 3. Ability to Work Independently | Spreadsheets        |
| 4-Collaboration Skills           | Presentations       |
| 5- Problem-solving Skills        | Email communication |
| 6- Time-management Skills        | Microsoft Office    |
| 7- Being Innovative and Creative | Data analytics      |

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## **LANGUAGES**

Arabic (Mother Tongue)  
English (Very Good)