

# Aya Adel Badr Mohamed



## CONTACT:-

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## OBJECTIVES & INTERESTS:-

Looking for a challenging career opportunity in a well-known reputable Organization where I can demonstrate my capabilities and put skills under the maximum service when needed And I interested in Sports, and reading & searching for knowledge in the internet.

## EDUCATION:-

Bachelor of commerce **2020, Arabic section, Ain Shams** University, withan all overall grade: **Good**

## Experience:-

1. **Sales officer** at **Elmashrq Bank**. ( May 2022- until now)
  - ♣ I learned How To: attract new Good Customers to the bank
  - ♣ do Iscore Report That Show customer's credit Status
  - ♣ Achieve the target that required by management
- **Customer Service** at **Telecom Egypt** – **WE** from (March 2021 until May 2022.)  
Job duties:
  - ♣ Handling in bound & out bound calls, solve Customer'sproblem.
  - ♣ Following, handle customers issue and satisfy them professionally.

## Training, working attended and courses:-

- **Conversational English course online at Cairo International House-in progress**
- **Professional financial accountant ( 45Days ) Ain Shams University**
  - ♣ **Principles of financial accounting, Financialanalysis.**
  - ♣ **Daily financial Entries, Transfer journal to ledger accounts.**
  - ♣ **Trial balance preparing, financial statement.**
- **Human Recourses & soft Skills Ain Shams university ( Aspire Company )**
  - ♣ **Ability to negotiate and presented myopinion.**
  - ♣ **Self-trusting. & solving problems**

## **SKILLS:-**

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- Positive attitude.
- Strong Communication and interpersonal skills.
- Ability to accept and learn from Criticism.
- Self Confidence.
- Adaptability.
- Organizing skills.
- Ability to learn new tasks quickly
- Time Management Abilities.
- Creativity in Problem Solving.

## **COMPUTER SKILLS:-**

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- Accounting software & Training
  - ♣ Excel Accounting. Peachtree, QuickBooks.
  - ♣ Excellent in all Microsoft Office (Word, Excel and Power Point).
  - ♣ Have ability to deal with various Accounting Software.

## **LANGUAGE SKILLS:-**

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- ➔ Arabic: Mother Tongue
- ➔ English: very good (Speaking)

Very good (Writing & Reading)

## **PERSONAL INFORMATION:-**

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- ☐ Nationality: Egyptian
- ☐ Marital status: Single
- ☐ DATE OF BIRTH: 21/6/1998