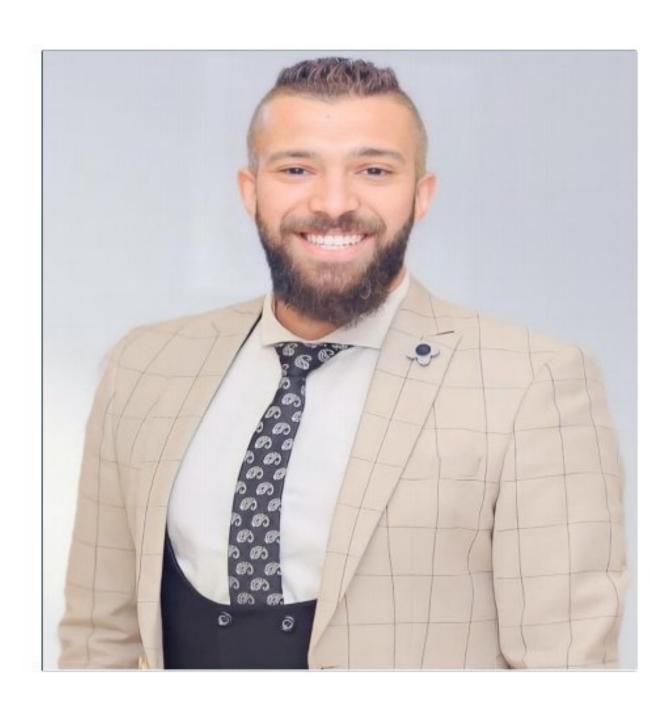
Eslam Adel



Personal Details

Nationality: Egyptian
Date of Birth: 18 July 1993
Mob.: +971 58 602 6174

Email: eslamadel19071992@gmail.com

Address: Dubai, United Arab

Emirates

Personal Skills

Critical Thinking
Communication Skills
Customer Service
Team Leadership
Time Management
Positive Negotiation
Positive Mindset
Presentation
Microsoft Word & Excel

Languages

Arabic: Native

English: very good

Education

Bachelor's Degree - Egypt Accounting & Business Administration

Summary

Receptionist with over four years of experience in both the public and private sectors. Highly organized and self-motivated with a diplomatic personality and adept at managing stressful situations and sensitive materials. Fluency in languages as English, Fluent and Arabic, Native.

Skill Highlights

- Multitasking
- Prioritizing
- Interpersonal skills
- Initiative and Problem solving
- Dependability
- Administrative skills

Experience

Oscar exchange - Banha

2018 - 2020

Teller

- Perform routine bank telling tasks, including making deposits, withdrawals, transfers, and cash advances, receiving loan payments, and cashing checks
- Open and close a variety of types of accounts, process address changes, and collect security box rental fees
- Maintain and balance the cash drawer on a daily basis by accounting for cash assigned, received, and disbursed
- Comply and stay up-to-date with applicable laws and regulations
- Promote strong customer and client interactions, build relationships and participate in cross-selling, and offer new products and features
- Demonstrate good risk management decisions, including displaying solid knowledge of guidelines for fraud prevention and robbery Actively contribute to meet the branch business goals, as well as individual sales and customer service goals
- Accurately close out the the teller terminal and remit daily work to supervisor

Orange - Cairo

2017 - 2018

- Data entryMaintains
- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program
 techniques and procedures

techniques and procedures. Elkuwaiti specialist hospital – Cairo

2016 - 2017

Receptionist

- Greet and welcome guests as soon as they arrive at the hospital
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
 Update calendars and schedule meetings

