Resume

Amr Abd-elrahman khalifa zanaty

Office administrative & accountant- storekeeper - customer service

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Nationality : Egyptian

EDUCATION

Bachelor of Science mathematics department / *-2010*
asyiut university

PERSONAL SKILLS

- * Excellent organizational skills with the capacity to deal with multiple tasks at the same time .
  * Ability to deal with enormous quantities of data.
  * Detailed knowledge of electronic accounting programs systems such as (quick books & falcon) .
  * Numeracy skills , MS Office & Excel& access &word & PowerPoint
  * Telesales & customer service
  * store & materials management
  * packaging & stocks control
  * inventory systems &inventory control
  * leadership skills and excellent communication skills
  * Continues training , patience to bear work pressure.
  * learning new tasks quickly and efficiently .

OBJECTIVE

An extremely motivated with a natural ability to deal with different problems. An innovative thinker with impeccable attention to details and also a friendly and approachable individual .I'm qualified to join a growing organization where my skills can utilized and developed to enhance my career.

EXPERIENCE

accountant stores administrative / *January 2019-September 2021* Cairo - Egypt
6th of October recycling company / Cairo industrial zone

1) Preparing daily purchase and sale invoices for raw materials and manufactured materials and dealing with suppliers and importers.
2) Managing more than 20 workers and 4 drivers per day inside the company and preparing exchange permissions for daily expenses, examples of this (gasoline and gas bills, repairs to vehicles, daily advances to workers, tips, daily expenses for food for workers, expenses for materials used in manufacturing and maintenance of manufacturing machines ....and others).
3) Ensuring the daily receipt of raw materials contracted with companies (Americana Foods, Heinz, Timmy's Foods, ...etc) in addition to receiving invoices for the weights of different types of materials at the agreed prices and create payments for these invoices.
4) Accurate recording of all cash activities and financial transactions by receiving and storing invoices on daily basis, which range from $15,000 to $20,000 per day and more than $500,000 per month.
5) Using digital systems such as (quick books & falcon) to keep records , create payroll , account & invoices reconciliations , updating spreedsheets , managing expense reports and reimbursement, ...etc).

storekeeper supervisor / *September 2016-December 2018* Asyut city - Egypt
AL rayian fast food & grocery stores - Egypt

1) carrying out the receiving and calibrating the purchased items and depositing them in the company's stores and recording them with in the balances, and informing those responsible for any violations or abuses , whether in specifications or quantities .
2) Allocating storage spaces and places with power that correspond to the charctristics of the items and the nature of their components interms of ventilation - humidity - heat - sunlight etc.
3) Faciliting with draw also from inventory according to their usual and recognized operational rates.
4) Follow up the warehouse balances on a regular basis , clarify the withdrawal rates and their compatibility with the permissible storage limits , and inform the competent purchasing authorities when reaching the minimum stock or the point of re-ordering.
5) Expediting the fulfillment of the units needs , verifying the required items and their specifications , and conforming to prevailing instructions upon disbursement .
6) Designing records and the lists of items according to the homogeneity and use between them and coding them to facilitate

COURSES & LANGUAGES

- Microsoft Office, access, Excel, Word , PowerPoint , Excellent
- training courses for accounting programs , very good
- courses customers service & Telesales , excellent
- English courses of 8 levels , Excellent
- Arabic , Native

dealing when requested or received in a manner that prevents overlapping in the nomenclature , duplication or conflict in use .
7) Maintaining and controlling the items in order to achieve the chances of preserving their chracteristics and components .
8) Take all necessary precautions to protect the store from the dangers of fire , theft , damage , obsolescence, etc .
9) Show the stagnant , damaged and obsolete items in a dedicated list containing a listing and descriptions , quality and the date of their presence in the store and informing the units responsible for disposing of them and taking the necessary decisions and actions regarding each of them .

Office Administrator cum Accounts Clerk / Cairo - Egypt
2013-2016
AL Tayysseur automobile company

4years' experience in handling the office administration activities and accounting duties in an Automobile company.
an organised and self-motivated Office Administrator cum Accounts Clerk responsible for providing administrative support to various units in the organisation. working closely with the Sales & Operations teams by handling clerical duties.
detail-oriented, professional and I have excellent written and verbal communication skills and I have experience as a Service Coordinator and proficient in Customer service

Responsibilities:

· Welcoming visitors and directing them to the relevant office/personnel.
· Carrying our clerical duties such as answering phone calls, responding to emails, preparing presentations and documents, memos, and correspondence.
· Coordinating and managing appointments, meetings
· Performing bookkeeping tasks such as invoicing, monitoring accounts receivables and payables, system update and budget tracking.
· Maintaining general office files, including job files, vendor files and other files related to the company's operations.
· Purchasing office supplies, overseeing the maintenance of office facilities and equipment.
· Performing other relevant duties, etc.
· Proficient in a variety of computer software applications and in Online systems.
· Multi-tasking and time-management skills, with the ability to prioritise tasks
· Experience in Telesales and service Industry

customer service representative / *March 2011-2013* smart village in asyut city - Egypt
oxceed customer services - Vodafone company

* received calls form customers and help them to fixed their problems or provide them with informations they needs to know such as (Internet packages , calls packages , offers, discounts for packages provided by the company, problems of disconnected with signal .....etc.)