

# MOHAMED

# MUSTAFA



## Contact

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**Address:**

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com

## Languages

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Arabic – native

English – excellent

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Holding UAE driving license

Holding UAE residency visa

## Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization

## Summary

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I have many experiences in different fields that qualifies me to work and excel and give in each of them according to the work needs,

I worked as a customer's accountant, customer's service, Office clerk and also a sales representative.

## Skill Highlights

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- Strong decision maker
- Complex problem solver
- Dedicated and self-motivated
- Taking the job seriously and with full responsibility.
- Organized
- Service-focused
- Work with team

## Experience

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### IN UNITED ARAB EMIRATES

#### Royal boats factory

##### Customer service & Sales executive - from 12/2021 to 05/2022

- Daily follow-up with customers, listening to complaints, giving immediate solutions, and ensuring customer satisfaction.
- Respond to customer inquiries and respond to e-mail .
- Checking and receiving all daily invoices and receiving items correctly from suppliers.

#### Emirates post group

##### Office clerk & Customers service - from 08/2020 to 10/2021

- Make a good plan and arrange for drivers to deliver shipments
- Receiving and sending all mails transactions, organizing the office by arranging and keeping records inside the office,
- Following up on the incoming mail, examining and responding to inquiries, organizing the arrival of shipments to customers, and knowing the time and place of receiving shipments by telephone.
- And also working in the Operations Department, receiving new shipments and arranging returned shipments.

#### Al Riada medical hospital Alexandria- Egypt

##### Client's Accountant - from 2014 to2017

- Patient's Invoicing Accountant (Cash & insurance) –Review of Patients and Doctors Accounts,  
Revision of the Manual and System Monthly Income Reports  
Follow up of Post,  
Prepare income statement.

## Experience

**ALBadrawy hospital - Clients & Treasury Accountant** – from 2017 to 2018 - Alexandria- Egypt

Patient's Invoicing Accountant (Cash & insurance) – Review of Patients and Doctors Accounts.

Revision of the Manual and System Monthly Income Reports – Follow up of Post.

**Diar Real Estat - Treasury Accountant** – from 2018 to 2020

Receive cash payments, register them in treasury accounts, follow up on bank balances, and prepare the required reports from the chief financial officer.

**Mom Ken Company – Electronic Payment services - Sales representative** from 2017 to 2018 - Alexandria- Egypt

The sales and marketing officer of the company and the official in charge of collecting the financial consideration from the clients and depositing it in the bank.

**I also have experience in my own business in the field of sales of mobile phones and accessories - 2 years**

## Education

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Bachelor of: **Management Information Systems** – 2010  
Higher Institute of Computer and Information Systems  
**Alexandria University,**

## Certifications

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- **Diploma in Web Design.** (Photoshop and Dreamweaver)  
From Higher Institute of Computer and Information Systems
- **CCNA Certification** .From Arab Academy for Science and Technology
- **ICDL Certification**
- **Certificate from Microsoft in MS-Office**  
Professional +Internet
- **Basic Computer Science – Office Word & Excel – Photoshop –Accounting Hospital Systems.**