



AHMED MOHAMED MOHAMED SADA











Professional Profile

A confident and highly organized individual with more than 4 years' experience of comprehensive high quality finance and accounting support as well as in customer service.

Utilizing my expertise in finance and customer service operation, I have been pivotal to ensuring the business under my control are equipped with the tools necessary to meet aggressive sales and growth plan.

Typical of people oriented who likes to deal and meeting new people. Adaptable and easily inclined to different cultures. Fast learner and well thrives in highly pressurized work environment

PERSONAL


-  **Name**
Ahmed Mohamed Mohamed Sada
-  **Address**
Muilewh commercial
Sharjha
-  **Phone number**
0544358098
-  **Email**
ahmedsada226@gmail.com
-  **Date of birth**
20-06-1993
-  **Place of birth**
Egypt
-  **Gender**
Male
-  **Nationality**
Egyptian
-  **Marital status**
Single
-  **Driving licence**
Yes

INTERESTS

- Football
- Cooking
- Traveling
- Swimming



EDUCATION AND QUALIFICATIONS

-  Sep 2011 - Jun 2015 **Bachelor**
Faculty of commerce Tanta university, Egypt





COURSES

-  Feb 2014 - Jul 2014 **I C D L**
Mansoura / Egypt
-  Feb 2015 - Jun 2015 **English**
Mansoura / Egypt
-  Jun 2015 - Oct 2015 **Accounting principles**
Tanta / Egypt



WORK EXPERIENCE

-  Apr 2019 - Present **Chief Teller , customer services**
AL Fardan Exchange, Sharjah
 - Greet customers as they arrive & provided them with correct information regarding products & services of the company.
 - Delivering exceptional cashier service through excellent customer servicing, sales and transactional processing
 - Deal with all inquiries in a professional courteous manner in person, via-email or telephonic answering for the exchange rate.
 - selling travelez cards and gift cards
 - Posting of daily transactions such as receipt and payment. Making all Bank transactions to corporate and individual customers.
 - Taking care of the customer complaints and follow up
 - Handling all foreign currency sale and purchase.
 - Making all third-party entries.
 - Doing all by products such as National Bonds and Seuz Canal Certificate. Preparation of Demand Draft and Book keeping.
 - Clearing Cheque Payments.
 - Doing Cancellation Refund and Reissue of transactions.
 - Issuing prepaid cards.
 - Keeping AML filing properly.
 - selling prepaid cards like travelez plus and platinum cards.
-  Nov 2017 - Mar 2019 **Accountant**
Al Athir Vegetables and Fruits Trading, Dubai
 - Compile and analyze financialg information to prepare entries to

accounts, such as general ledger accounts, and document business transactions.

- Analyze and review budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
- Analyze and review budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Create financial report.
- Analyze, examine and interpret records, compiled financial information and reconciled reports and financial data.
- Preparation of cheque.

○ Mar 2013 - Oct 2015

Sales

Al Saad trading co, El Mahla El Kobra / Egypt

- Selling products and services using solid arguments to prospective customers. Performing cost-benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sales.
- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs Establish, develop and maintain positive business and customer relationships.
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Keep abreast of best practices and promotional trends.



SKILLS

Microsoft office



Anti money laundering



Excel



CUSTOM SECTION

Strength

- *excellent communication and interpersonal*
- A well-presented, responsible young individual having with excellent customer service to meet customer's expectations in terms of efficiency, accuracy, timeliness and professionalism of response.
- Quick, punctual, working efficiently under pressure with patience, multi -task under strict daily and monthly deadlines with accuracy and efficiency.
- Perform clerical tasks such as typing, filing in systematic filing system
- Ability to take the initiative in learning about new technologies and adding value to organization. Service oriented.
- Ability to develop influence individuals and to work with an effective team with proactive and enthusiastic approach.
- patient can work under pressure.
- Creativity, Taking quick managerial decisions and can play key role towards organisational goals.