



ABDO ZAHRAH

CONTACT

Egypt

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Permit: رخصة قياده خاصة مصرية

EDUCATION

Bachelor of Commerce: محاسبة
جامعة المنصورة, المنصورة

PERSONAL DETAILS

Date of Birth / Age: 1/7/1993

Nationality: Egyptian

Marital Status: Married

Religion: Muslim

LANGUAGES

English

Intermediate

PROFESSIONAL SUMMARY

Experience in retail sales, marketing and customer service

The English language is fairly good

WORK HISTORY

August 2014 - Current

Accountant, Company, Damietta

- Reviewed and processed employee expense reports and vendor invoices for payment.
- Reconciled accounts from income and expense data to net worth and assets.
- Maintained strict confidentiality over employee data in compliance with internal organisational policies.
- Assisted with day-to-day operations, working efficiently and productively with all team members.
- Demonstrated leadership skills in managing projects from concept to completion.
- Worked effectively in fast-paced environments.
- Learned and adapted quickly to new technology and software applications.
- Worked flexible hours across night, weekend and holiday shifts.
- Demonstrated a high level of initiative and creativity while tackling difficult tasks.
- Resolved problems, improved operations and provided exceptional service.
- Identified issues, analyzed information and provided solutions to problems.
- Excellent communication skills, both verbal and written.
- Worked well in a team setting, providing support and guidance.
- Demonstrated respect, friendliness and willingness to help wherever needed.

January 2020 - March 2023

سائق, المملكة العربية السعودية, الرياض

- Acted as a team leader in group projects, delegating tasks and providing feedback.
- Provided professional services and support in a dynamic work environment.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

- Demonstrated a high level of initiative and creativity while tackling difficult tasks.

SKILLS

- Cash Flow analysis
- Administrative support
- Microsoft Dynamics AX
- Account reconciliation
- Invoice coding familiarity
- Bookkeeping
- Fiscal budgeting knowledge
- Payroll processing
- Data entry
- Invoice preparation
- [Type] Software Proficiency
- MS Office
- Problem-Solving
- Decision-Making
- Data Entry
- Teamwork and Collaboration
- Multitasking Abilities
- Interpersonal Communication
- PPE Compliance
- MS Office

ACCOMPLISHMENTS

- Promoted to [Job title] and assisted with training and supervision of press operators.
- Increased profits by [Number]% without reducing customer satisfaction rates.
- Resolved product issue through consumer testing.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Supervised team of [Number] staff members.
- Achieved [Result] by completing [Task] with accuracy and efficiency.