

MOHAMED IBRAHIM ABBAS

PROFESSIONAL SUMMARY

Seeking for a job in the field of administration where my background and experience can be utilized and to gain more experience

WORK HISTORY

Fleet Manager, 01/2019 to 12/2020

Zia Al Arez Taxi Company - Riyadh, Saudi Arabia

- Maintain departmental compliance with company policies and procedures.
- Ensure departmental adherence to applicable laws and regulations.
- Recordkeeping.
- Manage other employees.
- Schedule, route, maintain, and track transport vehicles.
- Negotiate with suppliers.
- Resolve disputes.
- Analyze the effectiveness of operations.

Administrator, 01/2017 to 12/2018

Juaied for Car Rental Company- Riyadh, Saudi Arabia

- Coordinate the activities required to make vehicles rental ready such as inspections and registrations, as well as execute to complete these functions
- Help organize the staging of vehicles on lot to ensure that quick action is taken for vehicles based on their status
- Review non-rentable units (out of service) and fleet levels, working with the Pool Fleet Manager to resolve status issues and get cars back on the road
- As needed inventory vehicles and monitoring asset control, to include adding new asset tags to incoming fleet and ensuring that current fleet is properly monitored
- Responsible for the completion of Administrative duties such as data entry, responding to emails, viewing reports, and attending conference calls

Administrator, 01/2014 to 12/2016

Misr Company for Construction - Egypt, Saudi Arabia

- Dealing with queries on the phone and by email
- Greeting visitors at reception
- Managing diaries, scheduling meetings and booking rooms
- Arranging travel and accommodation
- Arranging post and deliveries
- Taking minutes at meetings
- Typing up letters and reports
- Updating computer records using a database
- Printing and photocopying
- Ordering office supplies
- Maintaining office systems
- Liaising with staff in other departments, e.g. finance, HR

Accountant, 01/2012 to 09/2013

Armed Forced Housing Fund Authority - Egypt, Saudi Arabia

- Tracking payments to internal and external stakeholders
- Manage all accounting transactions
- Ensure timely bank payments
- Manage balance sheets and profit/loss statements

CONTACT

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EDUCATION

Faculty of Commerce, 05/2021

Zagazig University

Bachelor's degree of Accounting

Commercial Technical Institute,

Taxation, 05/2011

SKILLS

- **Process Improvement Expertise**
- **Decision Making Skills**
- **Performance Management**
- **Excellent leadership Techniques**
- **Complex Problem Solving Skills**
- **Strategic Planning**
- **Teamwork**
- **Strong Interpersonal Skills**

LANGUAGES

- **English: Very Good**
- **Arabic: Native**

CORE STRENGTHS

- Quickly understand and evaluate complex information.
- Confident in presenting to decision-makers in both public and private organizations, positive, confident and friendly demeanor with a high level of integrity.
- Highest standards of accounting accuracy and precision.