



# Aya Raafat Abdulbaqi

## CURRICULUM VITEA

### Contact

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**Shirbin\_Dakahlia\_Egypt**

### Education

- **Mansoura University**
- **Bachelor of Commerce**
- **Accounting Department**
- **Graduated in ( 2020 )**

### Skills

- **Working on Outlook and**
- **Gmail**
- **Working on Microsoft**
- **Office programs :**
- **(Excel , Word and**
- **Power point)**
- **Working Under Pressure**
- **and with a TeamWork**
- **Communication &**
- **Presentation Skills**

### Experience

**( 12.2021 \_ 12.2022 )**

#### • **Tasaheel Microfinance company**

Opening and closing accounts as requested by clients .

Using software to update customer Data .

Follow up the accounts of all clients on an ongoing basis : Handling monthly, quarterly and annual closing .

Determine all applicable ratios and metrics and prepare a debt repayment plan .

communicate Immediately with customers to follow up on their payment plan and the problems they face and report them to resolve it .

**( 5.2023 \_ 12.2023 )**

#### • **Elwan For Ceramic and Porcelain**

##### • **Sales representative :**

**Presenting the product and explaining its features, such as the company and quality .**

**Acheiving the client's desire in a way that suits his sense and financial capabilities .**

##### • **Presentation Responsible :**

**Coordinating the display of the product to suit the spaces available for it .**

**Supervising implementation to achieve the desired result, which helps to demonstrate the quality of the product to attract the customer .**

### Language

**Arabic : Mother language .**

**English : Good at**

**(Reading , Writing and Speaking) .**