

Hamdy Mohamed



Personal details

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-  Giza- 6 October
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Skills

- Archiving
- Cost Accounting
- Business-to-Business (B2B)
- C++ (Programming Language)

Languages

- English

Education

BSc.Management Of Banks And Money Markets
Thebes Academy

Sep 2014 - Jun 2018

Employment

Consumer Operations Clerk

Dec 2022 - Present

Abu Dhabi Islamic Bank (ADIB), 6 October

As a Consumer operations clerk, I am responsible for checking incoming paperwork I also sort all papers alphabetically by title or significance and then date them accurately to stay organized according to my specified work area.my duties and responsibilities As a Consumer operations clerk I am responsible for uploading digital files and data. I also organize records and archive paperwork so it can be found when needed most by other departments or personnel who might require its services. I also make copies of documents and distribute them accordingly.

Cost Accountant

May 2022 - Dec 2022

Omair Misr Foundation, 6 October

As an Accountant Determine fixed costs (eg salaries, rent, insurance).Plan and record variable costs (eg raw material purchases, operations costs). Analyze and report the profit margins of the enterprise. Preparing monthly, quarterly, and annual cost forecasts.

Branch Account Manager

Dec 2021 - May 2022

Capiter, 6 October

As an account manager, my responsibilities include developing strong relationships with customers, connecting with key business executives and stakeholders, and preparing sales reports. as an Account Manager, I answer client queries and identify new business opportunities among existing customers. In this role, I liaised with cross-functional internal teams (including the Customer Service and Product Development departments) to improve the entire customer experience.

Team Leader Coordinator

Apr 2020 - Dec 2021

Edita Food Industries, 6 October

As a Team Leader, my responsibilities were implementing strategies that team members use to achieve a goal, delegating tasks based on each member's strengths and skills, and offering the training necessary to complete specific tasks. I'm also responsible for inspiring and motivating team members with regular encouragement, keeping the enthusiasm going by providing individualized coaching when needed.