

# Mohammed Hossam Yehya

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## OBJECTIVE

I am seeking a long-term position with an organization that offers promising career progression to gain great experience and full-time employment, considering my background my work experiences, computer skills, and soft skills.

## KEY COMPETENCIES

- Problem-solving
- Technical Skills
- Attention to Detail
- Communication Skills
- Marketing Skills
- Analytical Skills
- Banking operations
- Customer Service Skills
- Time Management
- Stress Teamwork
- Management Skills
- Organizational Skills

## PERSONAL INFORMATION

- Date of Birth (November 11, 1999)
- Nationality ( Egyptian )
- Marital Status ( Married)

## PROFESSIONAL EXPERIENCE

### Banque du Cairo

#### Banker /Letter OF Credit(IDCS DEP)

September 2022 – Present

- Examination and review of the documents related to the export and import process.
- Ensure that documents respond to international regulations URC 522.
- Making outgoing transfers to the supplier (beneficiary/ drawer) MT 202 and MT103
- Issue Form 4 to the drawer to release the goods from customs.
- Handling with corresponding bank SWIFTS.
- Specializing in Supply Chain Management, Logistics, and Distribution.

### General Motors Middle East-Raya contact center

#### Account Advisor

February 2022 – September 2022

- Helping customers with their inquiries and complaints.
- Doing outbound surveys to collect customer data and
- The required knowledge helps them get better service in GM.
- Offer the oncoming vehicles.

**MGA (E-Commerce Company)****Coordinator****October 2019 – October 2020**

- Review The Incoming And Outgoing Merchandise.
- Coordinate And Review The Customer's Orders And Shipments.
- Dealing With Excel Sheets About Database Related To Customers.

**EDUCATION**

- **Cairo University**
- Bachelor of economics and political sciences
- Grade (Excellent with honor)
- Major (Economics) / Minor (Statistics)

**September 2018 – May 2021****COURSES AND CERTIFICATES**

- Global Trade Compliance Indicators
- The new ISO 20022 payment messages are specialized for remittance
- Overview of Banking Operation
- katwa program
- Malaysian Studies Program

**May 2024****May 2024****July 2023****December 2022****June 2018****LANGUAGE**

- Arabic: Native
- English: Upper-Intermediate

**COMPUTER SKILLS**

- Proficient in Microsoft Office Programs (Word, Excel, PowerPoint)
- Internet Usage and Research Skills (using search engines)
- Email and Communication Software Usage (such as Outlook, Gmail)

