



Photo

Ahmed Abd El Tawab Taher

Sales Admin & Customer Service

Willing to join a reputable international organization in which I may add value and Further develop my skills.

PROFILE

- Date of Birth: 8-10-1989
- Nationality : Egyptian
- Marital Status : Married
- Military Status : Exemption
- Address: 20 Khattab st , Ahmed Oraby El Mohandeseen - Egypt.

CONTACT

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HOBBIES

Reading
Sporting (GYM).

LANGUAGES

Arabic: Mother Language
English: Very Good.

PERSONAL SKILLS

Self-Motivated.
Very good Communications Skills.
Ambitious.

EDUCATION

- Bachelor of Commerce from Cairo University
- Department of Business Administration.
- Year: 2020.
- Grade: Good.

WORK EXPERIENCE

- **From May-2015 to May-2021** :General Admin-Department at A.T. Lease Company, which is one of the biggest Leasing Companies in Egypt and a Member of Dallah AL – Baraka Group.
- **From April 2020 to July-2020**: Credit Risk Investigation in A.T. Lease Company.
- **From May-2021 to present**: Sales Admin at Raya Auto Company which is a sister company from Raya Group, I'm responsible for handling all customer requests, documents, overdue, etc. In addition to follow-up with internal departments to finalize any customers' requirements.

COURSES

- ICDL: Information System Institute.
- Credit investigation course of Egyptian banking institute (self-study)
- Communications Skills, Cairo University.
- Negotiation skills, Cairo University.
- Time management skills, Cairo University.

Negotiation skills	75%
Internet	95%
Bitrix System	25%
Oracle System	35%
Microsoft Office	90%