

Amr Nofal

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Objective

Passionate about being successful and improve my self to achieve what it needs to be done
Fast learner and have the ability to adapt to any situation

Education

Bachelor Degree in Commerce Major Accounting

Faculty of Commerce, Mansoura University, in Egypt

Grade : Good from Sept 2016 : May 2020

CMA® (Certificate of Management Accountant) in progress

Institute of Management Accountants, in USA

Experience

Xceed Customer Service Representative, Contact Center
Governmental Complaints Portal, Information and Decision Support Center, (IDSC), Egyptian Cabinet
from November 2021 : November 2022

Responsibilities :

- Take incoming Calls from Citizens and residents and write their Complaints
- Manage large amounts of inbounds and outbounds calls in a timely manner

Asran Junior Accountant
Garments trading Company from August 2020 : November 2021

Responsibilities :

- Checking Invoices as per purchase orders and delivery notes
- Handling and following-up sales and receivables to Customers
- Maintaining Cash deposit, Banks Transactions, Handling Bank transfers, foreign currency, and petty cash
- Manage the Bank reconciliations Statements of the Company for all receipts and payments
- Producing monthly financial and management reports
- Conduct monthly reconciliations of Goods and Invoices
- Create and review daily financial entries
- Keep and control documentation of all internal transaction

Lenza Patisserie Sales Associate
from September 2019 : July 2020

Responsibilities :

- Welcoming customers as they arrive at the Candies Store and respond to their queries regarding baked products
- Answer customer questions about products or services

- Assisting the customers in choosing Desserts like Kunafa, Sweets, Baklawa, cakes, pastries, Macaron, cookies and pies according to their specific tastes
- Increase, attract and attract more customers
- Achieving sales targets

Qasr Albaron Patisserie

Sales Associate and Cashier
from September 2016 : August 2019

Responsibilities :

- Seeling Oriental and Arabic sweets
- Calculate the cost of products or services

Skills

- Principles of banking
- Writing tax invoices and documents
- Receive and process cash
- Proficient in MS Office (Word, Excel, PowerPoint)
- Familiarity with advanced formulas in MS Excel
- ERP System
- Analytical skills
- Work and remain calm under pressure
- Willingness to learn
- Excellent Presentation, organization and administration skills
- Excellent Communication Skills
- Provide quality customer service
- Able to convey accounting information in easy to understand terms

Certificates

International Computer Drivers License

Issuing Date : 21 Mars 2018

Courses

Communications Skills from 4 Jul 2022 : 5 Jul 2022
ICDL from 6 Sept 2017 : 2 Nov 2017
English from 26 Aug 2017 : 24 Oct 2017

Languages skills

Arabic : Native
English : Excellent

Personal Information

Date of birth	: 01/06/1998	Marital status	: Single
Gender	: Male	Nationality	: Egyptian
Military services	: Exempted		
Egyptian Driving Licence and UAE in progress			