Mahmoud Khalil

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# Professional Summary

Results-driven and adaptable professional with a Master’s degree in International Finance and a diverse background in financial advisory, community engagement, event coordination, and stakeholder communication. Skilled in building strong relationships, supporting CSR initiatives, and managing multi-stakeholder projects. Experienced in both corporate and non-profit environments, with a proven ability to support cross-functional teams, coordinate campaigns, and contribute to impactful public-facing initiatives. Fluent in English and proficient in Arabic, with strong project management, communication, and analytical skills.

# Education

Master’s in International Finance  
Istanbul Commerce University – Turkey, 2025  
GPA: 3.32

Bachelor of Finance & Accounting  
Euro College – North Macedonia, 2024  
GPA: 3.8

Advanced Diploma in Business Administration  
American City College of London, 2022  
GPA: 4.0

High School Diploma  
International School of Choueifat  
GPA: 75/100

# Work Experience

Financial Advisor  
Private Financial Consultancy Firm – Istanbul, Turkey  
January 2024 – May 2025

- Built and maintained strong relationships with corporate and individual clients.  
- Provided tailored financial guidance and monitored ongoing performance and feedback.  
- Coordinated communications and proposals between internal teams and external stakeholders.  
- Supported campaign planning, follow-up correspondence, and post-meeting action tracking.  
- Researched and developed outreach lists and helped identify strategic partnership opportunities.

Senior Account Manager & Retention Executive  
Financial Services & Sales Firms – Istanbul, Turkey  
2024 – 2025

- Managed a portfolio of clients, ensuring satisfaction and service continuity.  
- Facilitated contract activations, account coordination, and high-volume communication workflows.  
- Produced client follow-up reports and supported retention strategy development.  
- Coordinated with business development and compliance teams to ensure alignment.

Digital Marketing & Community Outreach Intern  
Non-Profit Organization – Istanbul, Turkey  
March 2024 – June 2024

- Supported digital campaigns and community outreach programs.  
- Attended stakeholder meetings and drafted event summaries and outreach plans.  
- Assisted in organizing fundraising and awareness events.  
- Prepared campaign reports and contributed to digital communications strategy.

Assistant Accountant  
Accounting Office – Istanbul, Turkey  
June 2022 – December 2022

- Assisted in preparing and maintaining financial records and audit documentation.  
- Handled billing and supplier correspondence and maintained organized reporting files.

# Key Skills

• Stakeholder Engagement & Communication  
• Community Outreach & Event Coordination  
• Financial & Administrative Reporting  
• Fluent English; Intermediate Arabic  
• Proposal Writing & Strategic Research  
• Microsoft Office, MS Teams, CRM Platforms  
• CSR Program Support & Fundraising Logistics  
• Team Collaboration & Client Relations

# Certifications & Tests

• IELTS: 7.5 | TOEFL: 89  
• GRE: 156 Quantitative, 152 Verbal  
• SAT: 1800  
• Microsoft Office (Word, Excel, PowerPoint)