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Egypt , Cairo

1th May 1996

AHMED LABIB MOHAMMED ALI

EDUCATION

Bachelor of Commerce , Accounting Department,
Helwan University.
2018 , Good grade.

WORK EXPERIENCE

Dec. 2020 – Till Now Alsafwa Hospital

Position: Receptionist Accountant Report to: Accounts Manager

- Welcome visitors and clients
- Answering phone calls and emails
- PERFORMING ALL TASKS, OFFICE WORK AND ADMINISTRATIVE TASKS
- ANSWERING VISITORS AND CUSTOMERS' INQUIRIES ABOUT THE NATURE OF THE SERVICES WE PROVIDE
- KEEP RECORDS , DATA ENTRY , PREPARING AND SUBMITTING REPORTS . PREPARING INVOICES
- COMPLETE THE ADMISSION PROCEDURES FOR THE PATIENT AND COLLECTING MONEY

Oct. 2019 – Oct. 2020 – Legal Accountant Office

Position: Accountant Report to: Manger

- Contacting customers, individuals and companies
- Preparing invoices , Managing budgets
- Manage incoming and outgoing calls
- Organize all conversation records
- Review daily entries and ledger accounts

PROFILE

- *Seeking for suitable position in a leading and well-established organization, where my qualification and experience can be utilized and developed, as well as enhance new skills.*
- *Superior grasp of product knowledge and fast learning capabilities*

Oct. 2018 – Apr. 2019 – Etisal

Position: Call Center

Report to: Administration Manger

- *Solid working ethics; ability to set short-and long-term goals*
- *Extremely focused on multiple jobs any time and perform under work-loads*
- *Highly appreciate the benefits of team work .*

- Manage incoming and outgoing calls
- Follow the different communication scripts established when speaking to customers
- Dealing as well as sharing with clients
- Customer needs are identified, questions answered and problems resolved
- Organize all conversation records

Additional Skills

Computer:

- *Microsoft Office (Word, Excel, Power Point, Outlook,).*

Languages:

- Arabic : *Native LNG,*
- English : *Good*