

AHMED ELABSY



Personal

- Phone number
01210091697
- Email
ahmedelabsy151@gmail.com
- Date of birth
14-04-1994
- Gender
Male
- Nationality
Egyptain - exempted from military service
- Marital status
Married

Interests

- Reading, swimming, traveling and football.

Languages

- Arabic ● ● ● ● ●
- English ● ● ● ● ●

Administrator and Accountant

A completely self-motivated hard worker with more than five years in administrative and financial accounts, seeking a career where I can utilize my leadership, communication, organization skills and my knowledge for betterment of a company where I can develop and maintain strong relationships with clients.

Work experience

Administrative Supervisor Nov 2018 - Present
National Bank of Egypt - Dessouk, Kafr El-Shaikh and Fuwwah branches

- working with operations department.
- working with customer service department.
- manage all official correspondence to and from departments.
- supervising all administrative work within the branch.
- providing all logistic needs for all departments.
- supervising all forms of maintenance, Security and hygiene.
- providing the branch's needs of appliances and furniture.
- helping customer department and operations on running the work and dealing with public.

Accountant Jul 2016 - Jun 2018
E.G. trainers company

Education and Qualifications

Bachelor's degree in administrative information and systems

Certificates and Courses

- Electronic Accounting.
- Professional financial accountant (PFA).
- Training in basic skills on excel, word, windows, powerpoint and access 2010.
- Training in the entrepreneurship.

Skills

- communication skills
- team work skills
- planning and solving problems
- Dealing with the public
- ability to learn fast
- achieve tasks accurately
- Excellent at typing