



A self-motivated and ambitious business graduate seeking an opportunity to utilize experience gained from having full time jobs in several fields of work such as receptionist, sales, and collection specialist. Focusing to further develop my skills while implementing company strategy to make a significant contribution to the success of the of the company.

MAHMOUD ABDELNABY

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Skill Highlights

- Microsoft Office
 - Excel
 - Word
 - Power Point
- Team Worker
- Quick Learner
- Multi-tasker
- Well Organized
- Complex problem solver
- Creative & Innovative
- Strong Persuasive Skills
- Strong Communication Skills

Languages

- Arabic - Native
- English - Good

Personal Info

- Birth Date: 28/2/1997
- Marital Status: Single
- Military Status: Completed

Experience

07/2020 to Present

Data Entry and Receptionist – Line Express Company

- Responsible for converting paper documents into computer files.
- Handles typing in customer information provided directly into an electronic format, creating spreadsheets, and ensure proper filing.

01/2020 to 06/2020

Collection Specialist - Aqua Technology Company

- Responsible for supervising a team of on ground collectors to collect payments from customers.

06/2017 to 04/2018

Telesales - Almasher Company

- Selling trading stocks to people living in KSA.

03/2016 to 10/2016

Floor Supervisor - Almahalawy Store

- Supervising floor premises clean and organized, and shelf stocking activity.

06/2014 to 02/2016

Receptionist - Saffir Hotel

- Greeting visitors, helping them navigate through the hotel, and make reservation process.
- Maintain calendars for appointments, sort mail, make copies, and assist in organizing events.

Education

2014-2018

**Bachelor of Business Administration,
High Institute of Management Sciences in Katameya – HIMS**

Course

English Course: Concept
Microsoft Office: Online courses & self-study.

References

References available on request