

Akram Atef

Sharjah, UAE | (00971) 581745772
| Akramatef070@gmail.com

• 15 May 1984 • Egyptian • Married



Administrative Accountant

I have over 15 years' experience in field of Exchange Money, Tourism & Customer service in UAE and Egypt.

PROFESSIONAL EXPERIENCE

Emirates Transport, Dubai, UAE

October 2020 – November 2021

**Administrative
Accountant Duties and
responsibilities:**

- Responsible for the internal and external accounts of Bus Renewal Unit (**Hatta**).

Dirham Exchange, Dubai, UAE

**Supervisor
2020**

October 2019 – August

Duties and responsibilities:

- Supervise the staff and branch operations in the absence of a Branch Manager and perform the Branch Manager duties as required.
- Ensure the highest standard of Customer Service.
- Responsible for the money and any other valuables entrusted to them by the company.
- Adhere to Front Office procedures and controls.
- Correctly entering the transaction data into the system.

Wall Street Exchange, Dubai, UAE

Teller

March 2018 – October 2019

Duties and responsibilities:

- Balance currency, coin, and checks in cash drawers at ends of shifts.
- Calculate daily transactions using computers, calculators, or adding machines.
- Qualify customers through listening to their wants and questioning.
- Cash checks and pay out money after verifying that signatures are correct, that Mitten and numerical amounts agree, and that accounts have sufficient funds.

Jumbo Electronics, Dubai, UAE

Sales Advisor in Retail

January 2016 – May 2017

Duties and responsibilities:

- Qualify customers through listening to their wants and questioning.
- Lead customers to their required aisles and provide them with their needs.

Al-Masah Hotel and SPA, Cairo, Egypt

**Receptionist
2015**

October 2014 – November

Duties and responsibilities:

- Dealing with late arrivals and assisting with early checkouts.
- Check out departing guests using the hotel

Pyramisa Hotel, Cairo, Egypt

Sales Executive

February 2011 – August 2014

Duties and responsibilities:

- Make lists of potential clients and conduct surveys to identify customers actively seeking a hotel.
- Contact customers via calls or arranged meetings to discover their needs and requirements.

Universal Company Group, Cairo, Egypt

Sales Representative

June 2006– October 2010

Duties and responsibilities:

- Establish and present regular Sales reports detailing sales leads and follows up actions.

EDUCATION

BSc. Computer Science & Information System from New Cairo Academy.

Graduation Year 2006

Average: Very good

SUMMER TRAINING

Pyramisa Hotel, Cairo, Egypt

Marketing

June 2003 – October 2003

National Bank of Egypt, Cairo, Egypt

Customer service

June 2004 – October 2004

Carrefour Egypt, Cairo, Egypt

Customer service

June 2005 – October 2005

COMPUTER SKILLS

- Microsoft office word and Excel

LANGUAGES

- Arabic (Mother tongue).
- English (Excellent).

