

# MOHAMED TORKEY

## CUSTOMER SERVICE & OPERATION

Excellent interpersonal and communication skills, both verbal and written. An ability to handle highly confidential material on a regular basis. Flexible and able to learn with ease any personalized computer program/all other equipment, and rules/regulations a new work environment may have.



mtorkey@yahoo.com



DUBAI, UAE



+971544506072

## LANGUAGES

Arabic 

English 

## EDUCATION

2011-2016 Bachelor of commerce,  
Tanta University, **Egypt** FINANCE ACCOUNTING DEPARTMENT

## SKILLS

**Hard:** Financial Modeling, Excel, Word, PowerPoint, Outlook.

**Soft:** Analytical thinking Problem Solving, Communication, Time Management.

## PROFESSIONAL EXPERIENCE

July 2023 – till present FAST SOLUTION VENDING MACHINES TRADING  
Dubai, UAE

GENERAL ACCOUNTANT & PURCHASES OFFICER

- Provides financial reports to management by researching and analyzing accounting data.
- Preparing daily sales reports.
- Reviews and processes purchase orders.
- Maintains records of goods ordered and received.
- Negotiates prices and contracts with suppliers..
- Conduct a daily inventory according to Company requirements and policies.

Nov2022 till Jun2023 Capital Group Establishment  
Abu Dhabi, Uae  
General Accountant

- Dealing with insurance companies for all group (health insurance, vehicle insurance, buildings insurance)
- Bank reconciliation.
- Journal entries, ledger and accounting reports.

Apr2022 – Nov2022 GHAZL ELMAHALLA FOOTBALL CLUB  
Elmahallah, Egypt  
Operation and Purchases Manager

- Develops a purchasing strategy.
- Reviews and processes purchase orders.
- Manages other members of the purchasing team.
- Maintains records of goods ordered and received.
- Negotiates prices and contracts with suppliers.

Sep. 2017 – Feb.2021 AJMAN MARKETS COOPERATIVE SOCIETY  
Ajman, UAE Data Entry Clerk

- -Prepare the supplier order form list and sending by email.
- -Update all the fruits and vegetable's return and spoilage in the system.
- -Generate purchase return voucher and distribute as per policy.
- -Prepare daily dispatch report, Internal Consumption Report for branches and fresh food department (Fish, Bakery, Deli and F&V) spoilage and stock adjustment requisition as per requirement.

Feb.2021 –Dec2021 AJMAN MARKETS COOPERATIVE SOCIETY  
Ajman, UAE Jr. Accountant

- Provides financial information to management by researching and analyzing accounting data
- Preparing reports
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Reconciles financial discrepancies by collecting and analyzing account information.

Feb. 2017 – Aug. 2017 TE-DATA (TELECOM EGYPT)  
Elmahalla, Egypt Customer Service Clerk,

- -How to handle the customer and Offering Assistance.
- -Handle 150+ customer interactions per day giving detailed, Personalized, Friendly, and polite service to ensure customer retention.
- -Trained new employees in customer service script recitation, conflict resolution and data entry practices.
- -Close the Day with The Total Income and Making Daily Bank Transfer.
- -Attracting new customers and convincing them of exclusive offers and making new contracts for the company.

Sep,2016 – Jan, 2017 AL GAMMAL (SPINNING AND WEAVING)  
Elmahalla Elkoubrah, Egypt Jr. Accountant

- -Responsible for Internal Audit of the Company.
- -Responsible for Customer Accounts.
- -Monitor the Net Cost of Products.

# شهادة



جامعة طنطا  
كلية التجارة

تشهد الكلية بأن السيد / محمد احمد زكريا تركي

المولود في / الغربية سنة ١٩٩٣

قد حصل على درجة البكالوريوس في التجارة شعبة المحاسبة

دور مايو سنة ٢٠١٦ بتقدير عام مقبول

بمجموع تراكمي ٣٠٢٦ درجة ثلاثة آلاف وستة و عشرون درجة

٥٣٠٠

وقد أتمد مجلس الكلية النتيجة بجلسته بتاريخ : ٢٠١٦/٧/٢٤ /

وقد أعطيت له هذه الشهادة بناء على طلبه .

رئيس شؤون الطلاب

المراجع

شؤون الخريجين



تحريري في : ٢٠١٦ / ٨ / ١١

يعتمد

القائم بعمل مدير الكلية  
د/الرضا محمد مازن

عميد الكلية

15002998

15761113



Handwritten signature and date: ١٥/١٢/٢٠٢٢

Handwritten text in a blue box: "إبراهيم محمد حسن" and "١٥/١٢/٢٠٢٢"

Handwritten signature and date: ١٥/١٢/٢٠٢٢



Official blue stamp from the Ministry of Education, Egypt, with handwritten details and a signature.

Handwritten signature: "عبدالله محمد حسن"



Official stamp from the United Arab Emirates Ministry of Foreign Affairs, dated 28/12/2022 14:29, with a fee of EGP 1010.89.



Official stamp from the United Arab Emirates Ministry of Foreign Affairs, dated 03/01/2023 11:40, with a fee of AED 150.

Handwritten signature: "أحمد محمد حسن"





جمعية أسواق عجمان التعاونية  
AJMAN MARKETS Cooperative Society

DATE: 14.11.2021

### CERTIFICATE OF EXPERIENCE

*To Whom It May Concern*

This is to certify that **MR. MOHAMED AHMED ZAKARIA TORKY** was employed by Ajman Markets Co-operative Society 28/09/2017 To 12/11/2021.

The subject employee was assigned to the position of (Jr. Accountant ).

This letter is issued upon employee request without any type of responsibility towards Ajman Markets Co- operative Society.

Ahmed Raafat Ahmed\*  
Human Resources Manager



15/11/2021

**Data Net**  
ADSL  
hotline 19781

شركة داتا نت للإنترنت والشبكات

بطاقه ضريبية : ٧٣٨-٤٩٤-٣٧٤  
سجل تجارى : ٥١٧٨٤

**To Whom It May Concern**

This is to certify that MR. Mohamed zakrya torky

Worked in Customer Service department as Customer Service Representative

in our company from January , 2017 till August , 2017 with our full

satisfaction. During his working period we found him a sincere, honest, hardworking,

dedicated employee with a professional attitude and very good job knowledge. He is

highly committed team player, We have no objection to allow him in any better position.

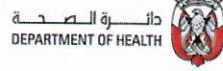
We wish him every success in life.

B.R

Manager-HRD

E-Mail: [Admin@Datamet-egy.com](mailto:Admin@Datamet-egy.com)

**DataNet**



## Covid-19 Vaccination Card

## بطاقة التطعيم كوفيد - 19



Full Name

MOHAMED AHMED  
ZAKARIA TORKEY

الاسم الكامل

محمد احمد زكريا تركي

Passport Number

A20835086

رقم جواز السفر

A20835086

Emirates ID

784199315287591

الهوية الاماراتية

784199315287591

Date of Birth

25 January 1993

تاريخ الميلاد

25 يناير 1993

Emirate

Ajman

الإمارة

عجمان



First dose

2021.01.20

الجرعة الأولى

Sinopharm (202009105)

Second dose

2021.02.10

الجرعة الثانية

Sinopharm (202009112)

Third dose

2021.09.08

الجرعة الثالثة

Pfizer (FF2154)

