

Ahmed Mamdouh Enab

Phone: +971504073798 | **Email:** ahmedenab38@gmail.com

Location: Abu Dhabi, United Arab Emirates

Date of Birth: 16/08/1996 | **Military Status:** Exempted



Career Objective

An ambitious and proactive professional seeking an Executive position in the Promotion and Relationship field within a multinational or global organization. Driven by a commitment to achieving organizational goals, with a long-term objective of career stability through consistent value delivery.

Professional Experience:

Sales Manager - Family Business

GRAPES BRAND GROUP - High-End Clothes Store | 2018 - Present

- Oversee sales operations, ensuring customer satisfaction and business growth.
- Manage inventory and supplier relationships to maintain high-quality stock and ensure timely deliveries.

Administrative Accountant

Orascom Construction, Equipment Department | Jul 2022 – Sep 2023.

- Managed financial transactions, including invoicing, payments, and account reconciliation.
- Coordinated administrative tasks such as maintaining equipment records and preparing financial reports.

Accountant

Co-op Petrol Company | May 2020 – Aug 2021

- Handled daily accounting tasks, including accounts payable, accounts receivable, and general ledger updates.
- Prepared financial statements and ensured compliance with company policies.

Tele Sales / Customer Care Agent

Telecom Egypt (We) | Jun 2019 - Mar 2020

- Engaged with customers to provide assistance and promote telecom services.
 - Achieved sales targets by promoting new services and resolving customer queries efficiently.
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Tele Sales Agent

Orange | 2018 - 2019

Internship:

QNB AL Ahly | 2017

Technical Skills:

- Proficient in Microsoft Office Applications: Word, Excel, PowerPoint, Outlook.
 - Understanding of network fundamentals.
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Soft Skills:

- Strong administrative and organizational capabilities.
 - Excellent attention to detail and communication skills.
 - Leadership and team management experience.
 - Commitment to deadlines and project delivery.
 - Proactive, energetic, and self-motivated with strong internet research skills.
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Certifications

- English Language – British Council
 - Microsoft Office Applications (ICDL)
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Languages:

- Arabic: Native
 - English: Excellent
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Education: Bachelor of Commerce, English Section Tanta University, Egypt | 2018