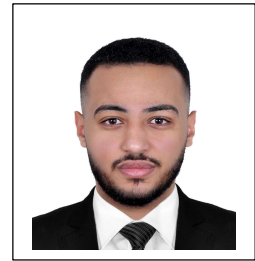


# Abdelrahman Khaled Mohamed

Dubai - UAE

Phone +971 50 8281270

Email: pogbaa1969@gmail.com



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## Professional Summary

Enthusiastic and proactive management planning professional specializing in event management and planning. Adept at resolving conflicts and negotiating effectively, I maintain a calm demeanour under pressure and excel in decision-making. I understand the needs of key stakeholders and communicate respectfully to foster collaboration. Seeking a training opportunity within an organization that values innovative thinking and strong work ethics.

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## Education

### Bachelor of Accounting

Management & Technology College, Arab Academy for Science & Technology (AAST), Alexandria, Egypt

*Graduated: January, 2023*

### High School Diploma

Al Zuhor International School (American Curriculum), Sharjah, United Arab Emirates

*Graduated: June, 2018*

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## Experience

### Hadaf Al Khaleej for Services ( Tahseel ) – Egypt

*Duration: February 2023 to September 2024*

*Senior Debt Collector*

- Using computer software and databases to locate customers.
- Discussing debts with customers and creating a payment plan that allows them to pay what they owe.
- Negotiating settlements to accept a percentage of the debt.
- Planning course of action to recover outstanding payments.
- Assists other collectors with difficult or complex accounts and situations, utilizing technical knowledge of collections and procedural or legal guidelines.

### Hadaf Al Khaleej Debt Collection ( Tahseel ) – Abu Dhabi - UAE

*Duration: September 2024 to current*

*Senior Debt Collector*

- Hands on experience in providing exceptional customer service and resolving client's issues.
- Proficient in using computers and other office equipment.
- Maintaining accurate records of transactions.
- Ensuring customer satisfaction and handling customer queries professionally.
- Adhering strictly to compliance and security policies.

## Skills

- **Organizational Skills:** Exceptional ability to manage multiple tasks and projects effectively.
  - **Decision-Making:** Strong, quick decision-maker, able to weigh options and make informed choices.
  - **Problem Solving:** Expertise in identifying and resolving complex issues.
  - **Event Knowledge:** Foundational understanding of event planning and management.
  - **Innovation:** Creative approach to developing new ideas and solutions.
  - **Motivation:** Ability to inspire and encourage teams towards shared goals.
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## Certifications and IT Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
  - IELTS Certification (March 2018)
  - Data Analysis Using Excel (June 2023)
  - UAE Driving License (December 2018 to December 2026)
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## Languages

- Arabic: Native
  - English: Proficient (C1)
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## Visa status

UAE Golden visa (September 2024 to September 2034)

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## References

Available upon request.

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Feel free to reach out for further discussions or opportunities!