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OBJECTIVE: looking for a position that will help me translate my skill acquisition into skill application and thus prove my credence. I am interested in working in a stable organization, possessing a challenging and professional environment with though standards of excellent. I am confident I can be a driving force behind such organization.

EDUCATION:

- Bachelor's in commerce, from Egypt university, May2000

Computer skills:

- Computer Courses from Microsoft (Windows 98 - Windows XP Word - Excel - Power Point - Outlook - Internet).

Documentation skills:

- ICDL (international Computer Driving License)

Work Experience:

Company. Artigianato Manufacturing LLC.
Department. Collection Department
Position. Debit collector
Duration. Sep 2018 Until Now .

- Prepare the tax invoices for all clients.
- Sent the tax invoices by emails for all clients.
- Follow up the tax invoices by phone or meeting with them to collect The invoices.

Company Al Itihad debt collection
Department Collection Department
Position Collector
Duration Sep 2016 – Aug 2018

- Handling all Kinds Of Cases for Emirates Islamic bank (bucket & recovery)
- Making international calls for recovery cases and skips cases.
- Hand-over receipt and money to the treasurer.
- Working as field collector.
- Handle Write off cases for Ajman Free Zone
- Handle Write off cases Claim Motor for El Wathba Insurance
- Handle Write off cases for First Titanium.

Company Ministry of Electricity and Energy
Department Collection
Position Supervisor

Duration **Feb 2011_ Feb2016**

- Keep track of assigned accounts to identify outstanding debts
- Plan course of action to recover outstanding payments
- Locate and contact debtors to inquire of their payment status
- Negotiate payoff deadlines or payment plans
- Handle questions or complaints
- Investigate and resolve discrepancies
- Create trust relationships with debtors when possible to avoid future issues
- Update account status and database regularly
- Alert superiors of debtors unwilling or unable to pay when necessary
- Comply with requirements when legal action is unavoidable

Company **Ministry of Electricity and Energy**

Department **Accountant**

Position **Supervisor**

Duration **March2002_ Feb2011**

- Make balance sheets for the clients
- Plan the budget and cost analysis for clients all over the time period

Language skills

- **Arabic: Native**
- **English: speaking & writing**

Personal Skills:

- Can work under pressure and meet deadlines
- Can handle more than one task at the same time
- Can adapt to new situations and learn new tasks quickly
- Effective communications and human relations principles
- Marketing and advertising
- High performance teams
- Public speaking
- Customer service
- Problem solving and decision making
- Basic sales & planning process.

Personal Information:

- Date of birth: 1st May,1977
- Marital status: Married
- Nationality: Egyptian
- Driving license: valid & car available