



ILHAM ABD-ELMAKSOD

ADMINISTRATIVE

Nationality: Egyptian

DOB: 01/07/1998



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Al Khalidiyah, Abu Dhabi, UAE

HELLO! My Name is Ilham! I'm a passionate Strategic Problem-Solver Who Envisions Smart Solutions and Executes with Urgency across all Levels of the Organization. Hands on Leader with an Extensive Background in Finance Complemented by Diverse Talents in Technology, Project Management and Leadership. Outstanding Strategist Who is Able to deliver Record Breaking Enhancements in Highly Competitive Business Markets. Skilled in Negotiating Partnership and Alliances with a Keen to Forecast Industry Trends and Capture Opportunities.

SKILLS

- MS Office and Computer Skills.
- Ability to Quickly Adapt to the New Environment, New Ideas, New Requirements.
- Strong Communication Skills to Collaborate with Colleagues.
- Self-Starter, Excellent Planning Skills and Time Management Skills.
- Excellent Actions Orienting with Perfect Details Orientation.
- Excellent Interpersonal with Passione for transferable Skills.
- Solid Organizational Skills.
- Versatility to work in a team or independently.

LANGUAGES

Arabic ● ● ● ● ●

English ● ● ● ●

French ● ●

EDUCATION

• Accounting & Finance

Faculty of Commerce - English Section
Mansoura University 2016-2020

• Successful negotiation: Essential strategies and skills

Michigan University 2019-2020

• Financial Markets

Yale University 2019-2020

EXPERIENCES

• CEO Assistant

Al-SAFWA Trading Company

Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: assisting with special projects, designing and producing complex documents, reports and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

• Customer Service Representative

National Bank of Egypt

Managed the daily operations of the accounting department; Assisted the payroll department; Coordinate with yearend audit team; Managed the correct deployment of accounting methods, policies and principles.

• Receptionist - Volunteer

RESALA Charity Organization

Responsible for greeting visitors and volunteers and delivering exceptional customer service assistance. This entails answering calls and fielding them accordingly, addressing visitor questions and needs, and providing an overall welcoming environment.