


# Ahmed Samir Mohammed Alim

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13-01-1985

 Jeddah – KSA

 0545202238

## Career Objective

I am seeking a job for a long-term opportunity in a business institution, where my professional experience, qualifications, and skills would be helpful to the growth of my employer and myself.

## Professional experience

- **Branch officer at Al-Saberin Trading and Distribution Company for Foodstuff - Egypt**

**Responsibilities:**

**Jan 2021 - Oct 2024**

- Monitoring sales
- Reviewing customer account statements
- Responsible for purchases and supplier follow-up
- Monthly inventory count to reconcile balances

- **Branch officer of Khalifa Home Design Home Decoration Company – Egypt**

**Responsibilities:**

**Dec 2019 to Dec 2020**

- Account officer for sale and purchase
- Follow-up electronic marketing and sales traffic

- **Sales consultant at Abdullatif Jamil Automotive Company (Toyota) - KSA**

**Responsibilities:**

**July 2011 to April 2018**

Stars Communications City stars.

- Responsible for selling new and used cars and achieving the monthly target
- Responsible for inventorying the cars in the branch daily and sending a daily report to the department of the branch
- Follow the guests who want and are frequenting the branch.

- **Branch officer of Muqrin Perfumes Corporation- KSA**

**Responsibilities:**

**Aug 2010 - Jun 2011**

- Responsible for the sales movement and sending the daily report to the General Manager of Sales
- Prepared salary and other personal accounts
- Inventory management including inventory balances, Movement, and physical count

- **Accountant and marketing officer of Al Yahya Real Estate Investment Company- KSA**

**Responsibilities:**

**Jan 2009 – Jun 2010**

- Marketing of real estate, workshops, and stores owned by the company and owned by non-contractors
- Preparing Statements of account for customers and company's statements owners
- Handling bank reconciliation
- Prepared revenue, expenses, and cash reports daily, weekly, monthly, and yearly

## **EDUCATION & TRAINING**

- Bachelor's in accounting, Zagazig University, 2006
- Course in Microsoft Office, Accountant's training center, Cairo, Egypt, Sep, 2007
- Course in Fundamental of Automobile for Sales, Abdul Latif Jamil Continuous Learning Training Center, KSA, Mar, 2013
- Course in Current Fundamentals of Automobile, Abdul Latif Jamil Continuous Learning Training Center, KSA, Jan, 2014
- Course in Current Models of SUVs and Competitors, Abdul Latif Jamil Continuous Learning Training Center, KSA, Feb, 2014
- Course in Current Effective Selling Skills Part-1, Abdul Latif Jamil Continuous Learning Training Center, KSA, Mar, 2014
- Course in Current Effective Selling Skills Part-2, Abdul Latif Jamil Continuous Learning Training Center, KSA, Mar, 2014
- Course in Supporting Outstanding Customer Experiences, PED Automotive training center, KSA, Mar.2015

## **PROFESSIONAL & PERSONAL SKILLS**

- Good command of Microsoft Excel & Word and knowledge in using software.
- Attention to detail, planning and organization
- Planning and organization
- Excellent communication and interpersonal skills
- Work well under pressure
- Teamwork skills

## **Language**

**Arabic** (Native-mother tongue)

**English** (written and spoken)