

Muhammad Atef Abdull-Moniem Metawie



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📍 Egypt

📅 28 September, 1983

WORK EXPERIENCE

Managing Internal Audits

Sraya Life

2020 - Present

Damanhour, Egypt

Real Estate Development and Investment Company

Tasks

- Supervising the follow-up of examinations of reports, documents, contracts and agreements concluded in terms of their validity and regularity, identifying defects and misuse, and ensuring the effectiveness and accuracy of the activities of organizing and preserving documents related to internal auditing processes in a manner that ensures ease of retrieval and benefit from them.

Director of Contracts and Collections Department

Sraya Life

2018 - 2020

Damanhour, Egypt

Real Estate Development and Investment Company

Tasks

- Responsible for executing contracts in accordance with agreed terms, assisting in solving client problems, managing the financial aspects of contracts and collecting and ensuring a good relationship with clients.

Customer Service Manager

Sraya Life

2016 - 2018

Damanhour, Egypt

Real Estate Development and Investment Company

Sales and Marketing Specialist

Atef Motors

2007 - 2016

Tanta, Egypt

Genuine Spare Parts Authorized Distributor for Chevrolet Cars

Tasks

- Sales and Marketing Representative
- Store Manager

EDUCATION

Bachelor's Degree in Trade & Int. Transport Logistics Management

Arab Academy For Science, Technology and Maritime Transport

2001 - 2006

Alexandria, Egypt

Grade

- Very Good with Honors, 1st of the Class (GPA 3.30)

SKILLS

Computer & Internet

Customer Service

Communication

Teamwork

Collaboration

Responsibility

Adaptability

Problem Solving

Organized

Commitment

Time Management

Quick Learner

Desire to Learn More

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency