

Abdallah Raouf Abdallah Gadallah

- Sohag - Girga, Egypt
- +20 102 835 0254 | +20 128 764 8747
- abdallahraouf20@gmail.com
- [LinkedIn Profile](#)

PROFESSIONAL SUMMARY

Detail-oriented and results-driven accounting professional with over 2 years of experience in financial documentation, account auditing, and revenue analysis. Skilled in preparing disbursement documents, recording financial transactions, and ensuring compliance with accounting standards. Proven track record in sales and customer service, with expertise in achieving sales targets and maintaining positive client relationships. Proficient in accounting software (QuickBooks, PeachTree) and Microsoft Office Suite (Excel, Word, PowerPoint). Adept at teamwork, leadership, and problem-solving in fast-paced environments.

EDUCATION

Bachelor of Commerce

Sohag University, Arabic Sector

Major: Accounting | Graduation Year: 2021

Grade: Good (70.81%)

WORK EXPERIENCE

Accountant _ Aqua Life, Sohag

August 2023 – Present

- Prepare and verify disbursement documents, ensuring accuracy and compliance with financial policies.
- Monitor and document revenue receipts, conducting detailed analysis to identify trends and discrepancies.
- Record financial transactions and prepare accounting entries in compliance with standard accounting practices.
- Audit accounts and collaborate with marketing teams to generate expenditure and revenue reports.
- Maintain organized financial records for easy retrieval and reporting.

Sales Representative & Customer Service Representative _ Clean Way Detergent Company

July 2021 – April 2022 (Full-Time) | June 2018 – September 2020 (Seasonal)

- Achieved sales targets by effectively promoting products and services to prospective customers.
- Built and maintained strong business relationships to ensure repeat sales and customer loyalty.
- Addressed customer inquiries and resolved complaints promptly, ensuring high satisfaction levels.
- Utilized persuasive communication skills to present product benefits and close sales.

Cashier _ Stella Di Mare Grand Hotel, Ain Sokhna

June 2019 – September 2019 | June 2020 – September 2020

- Processed guest payments via cash, credit, and room charges using POS systems.
- Greeted guests warmly and provided relevant information to enhance their experience.
- Resolved guest complaints efficiently, ensuring a positive and memorable stay.
- Prepared daily financial reports for the night auditor, ensuring accuracy and timeliness.

CERTIFICATIONS & COURSES

Professional Doctorate in Business Administration (400 Hours)

Institute of Sciences and Professional Studies

- Focus Areas: Business Administration, Marketing & Sales Strategies, Human Resources Management, Public Relations, Customer Service.

Professional Master in Business Administration (200 Hours)

Institute of Sciences and Professional Studies

- Focus Areas: Strategic Marketing, Sales Techniques, Human Resources Management, Leadership & Management Skills, Project Management.

Electronic Accounting Certification (60 Hours)

Trust Academy

- Skills Covered: Accounting using Excel, Word, PeachTree, and QuickBooks.



Professional Financial Accountant Certification (60 Hours)

AUC for Training and Consultation (In Cooperation with Ain Shams University - Open Learning Center)

- Skills Covered: Advanced Accounting using Excel and Word.

SKILLS

Technical Skills

- Accounting Software: QuickBooks, PeachTree
- Microsoft Office: Excel (Advanced), Word, PowerPoint, Access
- Financial Documentation & Analysis
- POS Systems & Cash Handling

Soft Skills

- Teamwork & Collaboration
- Leadership & Decision-Making
- Customer Relationship Management
- Communication & Presentation
- Problem-Solving & Critical Thinking

LANGUAGES

- **Arabic:** Native
- **English:** Intermediate (Speaking & Writing)

PERSONAL INFORMATION

- Date of Birth: November 23, 1997
- Military Status: Completed
- Nationality: Egyptian