



IBRAHIM ELORBANY

Receptionist

I have extensive admin experience in various fields, including but not limited to: answering and transferring calls to employees, greeting and assisting visitors with badges or escort them to the meeting room. Additionally, offering guests something to drink. Handle questions about the business or offer brochures with information. Take messages, accept and sign for packages and mail. Occasional filling, bookkeeping and scheduling. Maintain a pleasant appearance of the reception area or lobby. Reports to general services department any technical problems.

CONTACT

- **Phone :**
+971544639226
- **Email :**
IBRAHIMORBANY@YAHOO.COM
- **Address :**
ABU DHABI, UAE

PERSONAL DETAILS

DOB: 19/06/1981

MARITAL STATUS: Married

NATIONALITY: Egyptian

Driving License: Yes (Egyptian)

HIGHLIGHTED SKILLS

- **Advanced Financial Software**
- **Data Analytics**
- **Risk Management**
- **Budgeting and Forecasting**
- **Auditing Preparation**
- **Communication Skills**
- **Adaptive Learning**
- **Bookkeeping**
- **Collection**
- **Payroll**

LANGUAGES

- English
- Arabic

WORK EXPERIENCE

Receptionist - Al Aqsa Electric Import & Export (2016-now)

Receptionist - Cement Distribution Company (2011-2015)

Receptionist – El Zeeny Dairy Products (2008-2010)

Receptionist - Sea Service Freight and Logistics (2004-2007)

Responsibilities:

Front Desk Management: Greet and assist visitors, clients, and employees with a warm and welcoming demeanor. Maintain a clean and organized reception area. **Telephone and Email Communication:** Answer incoming calls, transfer calls to appropriate departments, and respond to inquiries or direct them to the right personnel. **Monitor and respond to emails in a professional and timely manner.** **Appointment Scheduling:** Schedule appointments and meetings, and manage conference room bookings as needed. **Visitor Registration:** Sign in guests, provide visitor badges, and ensure security protocols are followed. **Mail and Package Handling:** Receive, sort, and distribute incoming mail and packages. Prepare outgoing mail and packages for shipment. **Administrative Support:** Provide administrative support to various departments, including data entry, filing, and document management. **Information Resource:** Serve as a source of information about the company and its services, providing general information to visitors and callers. **Maintain Office Supplies:** Monitor and replenish office supplies to ensure the smooth operation of daily tasks.

EDUCATION

Mansoura University
Bachelor of Commerce – Business Administration and Finance (2003)

Certificates

Attended certified Training Courses in:

Professional Financial Accountant – Peachtree – Quickbooks - Accounting in Excel – Time Management – Bookkeeping – General Conversation – Trainer of Trainer - ICDL