



Bc. Amir Ibrahim Yehia

Preferovaná země nebo město: **Czechia**
Plat: **od 1000 EUR**
Činnosti: **Gastronomie a cestovní ruch**
Úvazek: **Plný úvazek**
Připraven přestěhovat se: **Ano**

Popis životopisu

My name is A. I. Y., I am 30 years, married, living in Roztoky u Prahy. In June 2016 I graduated in bachelor's degree on Ain Shams University Cairo - Faculty of commerce - Computer section. . I have got a work experience from commerce, tourist and customer section as night hotel receptionist and auditor for 4 stars hotel in Prague, as lead manager and owner for Office to management and hotels administration until July 2016 (work position is confirmed inside my passport), before I worked for English international insurance company Malath in Saudi Arabia, where I worked as Regional Lead manager for middle Saudi Arabia - all details are in my CV. I seeking for a job in Prague, where is a chance to I could sell all reached work experience, knowledge and finally my education as well, to be in near contact with colleagues, clients, grow up with knowledge, to I can use English and if Arabic language by daily base and on the last to feel as I am really part of work team.

Zkušenosti

01.01.2009 – 01.01.2011

Al Areen Insurance Agency Company: Based Malath Co. Saudi Arabia

Lead manager

Lead manager for central Saudi Arabia region, the decision on the conclusion of the official health insurance, management and publishing related documentation, revision and completion of technical documentation, management of product portfolios VIP clients, statistical data processing, management of subordinate centers, reporting to executive management, HR management for subordinate centers, accounting, ensuring smoothly process of payment

01.01.2006 – 01.01.2007

Dream company for computer sales, Cairo, Egypt

Sales specialist

Sales specialist for PC, IT and communication technologies, management of direct and indirect sales support, daily communication with suppliers and customers, customer support.

01.09.2016 – Do teď

Hotel Don Giovanni Prague

Night auditor and Receptionist

daily processing of documents in internal system, front and back office, billing, management and publishing related documentation, revision and completion of documentation, check in and check out, ensuring smoothly process of payments, daily communication with travel agencies, hotels managements, shippers and airlines

01.02.2011 – 01.06.2016

Office for administration and management of hotels

Lead manager

Lead manager, daily processing of documents in internal system, billing, management and publishing related documentation, revision and completion of documentation, analysis, ensuring smoothly process of payments, daily communication with travel agencies, hotels managements, shippers and airlines, accounting, HR processing, management of subordinate centers, advertising of product portfolios

01.01.2007 – 01.12.2008

Pan care company for medical insurance services, Cairo, Egypt

Compensation accountant

Processing and management of client portfolios, comprehensive insurance management agenda, reporting, claims handling, insurance risks monitoring, contracts, proposals, evaluation of potential insurance risks, accounting, billing