



# Tamer Yahia Mohammed Ali

Executive assistant to CEO

## CAREER OBJECTIVE

I want a challenging work environment, where I can use my experience and skills to achieve and develop the company's goals

## CONTACT

PHONE:

**0560434818**

Adress:

Alsulymania – Riyadh - KSA

EMAIL:

[tameryahia1122@gmail.com](mailto:tameryahia1122@gmail.com)

## PERSONAL INFORMATION:

Nationality: Egyptian

Date of birth: August 1, 1985.

Place of Birth: Cairo, Egypt

Marital Status: Married

Military service: exemption

Visa: Work Visa (Sponsorship can be transferred)

## EDUCATION

Master of Business Administration, specializing in Strategic management, Arab Academy for Science, Technology and Maritime Transport, with distinction in 2022

Bachelor of Commerce, specializing in Foreign Trade, Faculty of Commerce and Business Administration, Helwan University, with a grade of good in 2006.

## WORK EXPERIENCE

**source machinery- KSA** Executive assistant to CEO

February 2025 – Present



- ✓ Correspondence and Communication Management
- ✓ Meeting and Event Coordination
- ✓ Document and File Management
- ✓ Administrative and Logistical Support
- ✓ Interdepartmental Coordination

**Western Union / Money Transfer-Egypt** Branch Manager

February 2017 – January 2025



- ✓ Helping the Human Resources Department in training new employees and paying attention to everything related to the work team from attendance, departure, vacations and requesting promotions.
- ✓ Monthly meetings with the staff to identify negative points and develop a development plan for them.
- ✓ Put a motivational model through the work of the ideal employee competition to encourage colleagues.
- ✓ Managing the cash flows of sub-warehouses and settling them at the end of each working day with an inventory on an ongoing basis.
- ✓ Dealing with the regulatory authorities and ensuring the implementation of legal procedures.

## LANGUAGE SKILLS:

Arabic: Native

English: Very Good

## SKILLS:

Accounts Payable Management

ERP Systems (Posting and Reconciliation)

Attention to Detail

Financial Reporting and Analysis

Audit Documentation Preparation

Problem Solving and Discrepancy Resolution

Communication and Interpersonal Skill

Time Management

Data Analysis

Process Optimization

- ✓ Meeting periodically with colleagues in the branch and clarify the vision and requirements of senior management.
- ✓ Responsible for all expenses of the branch and provide the necessary tools for the workflow.
- ✓ Work with the accounts department and prepare and submit daily reports.

**Western Union / Money Transfer-Egypt** Branch supervisor  
February 2012 – January 2017

- ✓ Assist the HR department in training new employees
- ✓ Be Shure that the rules and regulations of Western Union and the Central Bank are implemented by the work team.
- ✓ Assets Manager in reviewing daily activities and preparing reports.
- ✓ Working on reduce customer waiting time and gain their satisfaction.

**Western Union / Money Transfer-Egypt** Teller  
February 2009 – January

- ✓ Dealing with different nationalities of customers face to face in a professional manner.
- ✓ Dealing with the dollar treasury and settling the daily covenant.
- ✓ Tring to solve customer problems and contain their anger.
- ✓ Implementation of the rules and regulations of Western Union and the Central Bank

**Western Union / Money Transfer-Egypt** customer service agent  
July 2007 – January 2009

- ✓ Dealing with different nationalities of customers in a timely and professional manner.
- ✓ Contact the head offices in Belgium and the USA.
- ✓ Work on settling customer requests and sending emails to different departments.
- ✓ Recording all transactions with dedicated files.

**Reject Group -Egypt** Accountant  
Jan 2005 - May 2007

- ✓ Prepare banker reconciliations, accounting JVS and reports.
- ✓ Review invoice
- ✓ Follow up account payable
- ✓ Prepare cheques.
- ✓ Prepare Daily General Ledger Transactions.

