

0020 103 308 3212

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SKILLS PROFESSIONAL

- Attention to details
- High level of responsibility
- · Able to work under pressure
- Team player
- Fast learner
- · Highly skilled in Microsoft Office

LANGUAGE

Arabic **English**



HOBBIES











video

game

HELLO! I AM,

El Refaei Musbah

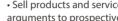
My objective is to impart my knowledge, abilities and provide a vital service and support as a document controller and office

EXPERIENCE



Speed International for **Trade & Distribution**

2024-2025



· Sell products and services using solid arguments to prospective customers

SALES REPRESENTATIVE

- Maintain positive business relationships to insure future sales
- Provide complete and appropriate solutions for every customer
- Achieve sales goals
- Maintain records of all sales leads and/or customer accounts

Arkan Graphics for Printing & Advertising

2021-2024

SALES REPRESENTATIVE

- Travel to meet prospects and customers
- · Conduct calls and face-to-face meetings with customers daily
- Build and maintain relationships with new and repeat customers
- Educate customers on how products or services can benefit them financially and professionally
- · Maintain records of all sales leads and/or customer accounts

Teejan Contracting

2017-2020

DOCUMENT CONTROLLER

- Report directly to Project Manager and Construction Manager.
- Organize work by reading and routing correspondence, collecting information, initiating telecommunications
- · Collect, scan and file all documents
- Print and distribute documents as necessary
- Maintain documents and records across various departments including human resources, accounts and construction.

Acto General Contracting

2015 - 2016

ACCOUNTANT CUM DOCUMENT CONTROLLER

- · Maintain financial records for subsidiary companies
- · Reconcile general and subsidiary bank accounts
- Provide financial status information
- Maintain documents and records across various departments including human resources, accounts and construction.
- Maintain filing system for documentations

EDUCATION



- Faculty of commerce- Management information System
- Management information system
- Delta Academy for Systems and Information
- Icdl Certificate Approved

^{*}Holding UAE Driving Licence