

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 admin.

EXPERIENCE



Speed International for Trade & Distribution

2024- 2025

SALES REPRESENTATIVE

- Sell products and services using solid arguments to prospective customers
- 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



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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



music



writing



video game



movie



travel



reading

*Holding UAE Driving Licence