

Abdallah Yasser Elbagoury

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Objective

Seeking an accounting internship to apply theoretical knowledge in a practical setting, contributing to organizational goals while developing essential skills for a career in business and finance.

Education

Graduated from OHI

6\October
2021-2025

- Bachelor of Commerce and Business Administration
- Major: Banking& Investment
- Cumulative Grade: good (2.54/4)

Experiences

Receptionist at Gold's Gym

Beverly Hills
2023-Now

- Consistently retain the highest staff rate of success in resolving customer issues, and the most positive online customer reviews.
- Handle cash and deal with other varied administrative tasks.

Receptionist At Fitness Reps

Dokki Mohndseen
2023Feb – 2023Nov

- My expertise lies in delivering exceptional customer service and streamlined administrative support. I expertly manage all front desk operations, from scheduling appointments with precision to fostering the welcoming, energetic environment that is essential for a successful gym.

Customer Service at Dokan Amo Housny

Sheikh Zayed
2021 – 2023

- Delivered exceptional, personalized service to 70+ daily patrons, proactively addressing needs to enhance customer satisfaction and foster a loyal clientele.
- Resolved a high volume of diverse member inquiries during 80% of shifts, leveraging in-depth knowledge of gym services and policies to provide accurate and timely solutions.

Courses

ICDL

September 2023 – October 2023

- **Advanced Office Suite Proficiency:** Formally certified in Microsoft Word, Excel, PowerPoint, and Outlook, with a focus on leveraging these tools to optimize workflow, enhance data presentation, and streamline professional communication.
- **Foundational IT Expertise:** Solidified a strong understanding of essential computer systems and IT principles, enabling efficient troubleshooting and effective use of technology in a modern office environment.

Digital marketing

Jun 2021 – July 2021

- **Strategic Content Development:** Gained hands-on experience crafting compelling content and designing engaging presentations tailored for digital audiences, utilizing the full capabilities of the Microsoft Office suite.
- **Analytical & Operational Insight:** Developed a foundational skill set in analyzing digital metrics and managing projects, using these technical abilities to support and contribute to overarching marketing goals and operational efficiency.

Data analysis

Apr 2025 – Aug 2025

- **Technical Proficiency:** Acquired hands-on experience with essential data analysis tools, including Excel for advanced formulas, pivot tables, and data cleaning, and Power BI for building interactive dashboards and visualizations.
- **Analytical Methodology:** Developed a strong foundation in the data analysis lifecycle—from data acquisition and cleaning to analysis, visualization, and interpretation—to identify trends, patterns, and key performance indicators (KPIs).

Skills

Technical Skills:

- Skilled in utilizing a wide array of computer software and hardware to streamline administrative workflows.
- Extensive experience with Microsoft Office 365 applications.

Accounting Skills:

- Analyzed transaction documentation to support and justify all journal entries.
- Maintained and reconciled the general ledger, ensuring account accuracy at month-end close.
- Assisted in the generation of accurate financial statements in compliance with GAAP.

Soft Skills:

- Adaptable and diligent team member with a proven ability to analyze outcomes, implement feedback, and continuously improve performance
- Cultivated new customer relationships and drove sales growth through proactive outreach and effective needs-assessment.
- Drafts clear, concise, and professional correspondence, reports, and documentation with a sharp attention to detail.
- Committed to seeing projects through to completion with a strong sense of ownership and dedication to quality.

Language Skills:

- Arabic Mother tongue
- English B1