



Yousef Shehab

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Personal Details

- Date of Birth : 12/10/1997
- Nationality : Egyptian

PROFESSIONAL SUMMARY

Operations & Compliance Professional with a legal background and over 4 years of experience in microfinance, internal auditing, and logistics. Proven expertise in organizing business workflows and ensuring policy adherence. Highly proficient in navigating CRM/ORM systems (such as Hayat) to monitor collection performance and generate comprehensive monthly operational reports. A tech-savvy professional with a natural ability to master any software to ensure data accuracy and streamlined reporting.

CORE COMPETENCIES

- Operational & Financial Oversight

- **Collection Monitoring:** Tracking repayment schedules and recovery rates to ensure financial targets are met.
- **Monthly Reporting:** Expert in generating detailed operational and performance reports for management decision-making.
- **Workflow Coordination:** Managing daily business operations and administrative tasks with high efficiency.

- System Proficiency & Data Management

- **CRM/ORM Expertise:** Advanced user of systems like Hayat for client management and transaction tracking.
- **Digital Adaptability:** Quick to master new software, ERPs, and operational platforms to improve data accuracy.
- **Advanced MS Office:** High proficiency in Excel for data analysis and Word for professional reporting.

- Audit, Risk & Compliance

- **Internal Auditing:** Conducting systematic reviews of financing files to identify risks or discrepancies.
- **Policy Adherence:** Ensuring all operations are 100% compliant with internal regulations and legal standards.
- **Legal Documentation:** Drafting and reviewing administrative papers with a professional legal perspective.

PROFESSIONAL EXPERIENCE

- **Modern Ideas Promotional Gift | Riyadh, KSA** November 2025 - Present
Assistant Sales Manager & Warehouse Lead
 - Assisting in daily showroom management and overseeing warehouse operations.

- Coordinating logistics and shipping to ensure timely delivery to clients across KSA.
- Monitoring stock levels and maintaining organized inventory records.

- **Erada Microfinance Company | Egypt** December 2023 - September 2025
Operations Manager
 - Managed day-to-day administrative tasks and monitored collection activities through the CRM system to ensure timely repayments.
 - Generated detailed monthly operational reports for senior management, highlighting branch performance and recovery rates.
 - Ensured all disbursement workflows and financial documentation met 100% of corporate compliance standards.
- **Tasheel Finance (SME Financing) | Egypt** July 2022 - December 2023
Senior Internal Audit Member
 - Utilized internal systems to audit collection logs and identify any discrepancies or risks in the financing cycle.
 - Prepared monthly risk assessment reports based on system-generated data to improve operational transparency.
- **Mobadra Project Financing | Egypt** February 2022 - July 2022
Operations Specialist / Accountant
 - Handled the processing of financing applications and client disbursement workflows.
 - Reviewed client files to ensure all necessary legal and financial papers were in place.
- **Various Law Firms | Egypt** January 2020 - January 2022
Legal Associate (Trainee)
 - Developed strong administrative foundations through legal document preparation and case analysis.

Education

- **Tanta University, Egypt** 2019
Bachelor of Laws (LL.B.)

Skills

- Microsoft office
- Microsoft outlook
- Fast learner
- Working under pressure

Languages

- Arabic: Native Proficiency
- English: Elementary Proficiency (Working knowledge)