

MAHMOUD GAMAL METWALLY

Hurghada, Mubarak 8 | 01008236345 | alooshgamel14@gmail.com

PROFILE

Motivated and detail-oriented professional with strong experience in reservations, accounting, and customer service. Skilled in financial management, client relations, and administrative tasks. Seeking to contribute to a reputable organization with opportunities for growth and career development.

WORK EXPERIENCE

Reservation Agent – Sunrise Resorts & Cruises, Hurghada (Jun 2024 – Present)

- Handle daily reservations and room bookings across multiple systems.
- Assist guests with inquiries, modifications, and special requests.
- Ensure smooth communication between guests and other departments.
- Support the reservations team to achieve monthly targets.

Treasury Accountant – El Tamsah (Jotun Paints Agent) (Mar 2020 – Jun 2024)

- Managed daily cash flow and bank reconciliations.
- Prepared financial statements, budgets, and expense reports.
- Monitored accounts payable/receivable and ensured compliance with policies.
- Handled deposits, withdrawals, and financial transactions securely.

Salesman – Arabyti (Auto Spare Parts) (Jul 2016 – Mar 2020)

- Assisted customers in selecting spare parts and provided technical advice.
- Handled inventory, stock levels, and daily sales transactions.
- Built and maintained strong customer relationships.
- Achieved consistent monthly sales targets.

EDUCATION

Bachelor of Commerce – South Valley University (2016 – 2019)

LANGUAGES

Arabic: Native

English: Good

SKILLS

- Microsoft Office (Excel, Word, Outlook)
- Teamwork & Time Management
- Customer Service & Communication
- Financial Reporting
- Problem Solving