Curriculum Vitae

*Mostafa Ayyad*

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| **Name** | Ayyad, Mostafa |
| **Address** | Kossuth Utca 111182 BudapestHungary |
| **Mobile** | 0036 70 207 6170 |
| **E-Mail** | mayyad51@gmail.com |
| **Nationality** | Jordanian |
| **Date of Birth****Driving License** | 05/05/1981B / EU |

**WORK EXPERIENCE**

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| **2018-2019** | **Royal Gate kft** | **Budapest, Hungary** |
| ***Sales and marketing representative*** |
| Sales and marketing activities.Search and call potential customers in the ME.Marketing on social media. |

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| **11/2016-01/2018** | **United Nations / Unicef GSSC** | **Budapest, Hungary** |
| ***Finance Assistance*** |
| * Add/update/maintain vendor master data in SAP and Ariba within corporate guidelines while maintaining confidentiality of sensitive information. Focus on data quality and process to foster best practices
* Invoice processing
* Vendor ad hoc support and service, manage incoming requests for information
* Support reporting, audit and compliance requirements
* Perform other work related duties as assigned.
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| **08/2014- 10/2016** | **Unisys Global Services Hungary** | **Budapest, Hungary** |
| ***Customer Service*** |
| manage large amounts of incoming calls.Identify and assess customers’ needs to achieve satisfactionHandle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution customerKeep records of interactions, process customer accounts and file documents |

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| **05/2014****07/2014** | **RDR Group – SELL FX****Foreign Exchange Rates & World Currencies Market Agency** | **Budapest, Hungary** |
| ***Account Manager - Middle East Region (ME)*** |
| * Responsibility for the timely buying & selling of foreign currencies.
* Recommendations of competitive foreign exchange rates based on market performance.
* Review orders to ensure accuracy, proper record keeping, and conformance to regulations.
* Carry out trades and maintains the customer's accounts.
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| **03/ 2013-** **05/2014** | **International Business Machines Corporation (IBM)** | **Budapest, Hungary** |
| ***Payroll Administrator (03/2013 – 08/2014)*** | ***Operations Controls and Compliance SME (09/2014 – 05/2014)*** |
| * Making the monthly payments on time
* Working out tax and national insurance deductions
* Setting up new members of staff
* Calculating overtime
* Issuing tax forms
 | * Perform operational and financial analyzes
* Develop and implement operational and financial controls
* Assist in preparation and evaluation of annual budgets
* Prepare internal reports
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| **08/2010 - 01/2013** | **McCarthy Paper Company Ltd.****Distributor** | **Dublin, Ireland** |
| ***Bilingual Customer Service Representative*** |
| * Helped in building customer’s interest in the services and products
* Database management
* Arranged the dispatch of products, information packages, brochures
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| **07/2008 –****07/2010** | **British Telecom, Global Services** | **Budapest Hungary** |
| ***Contract Support Manager*** |
| * Responsible of contracting process
* Managed customer accounts
* Acting as a front desk management
 | * Examined & analyzed accounting records
* Supported business control and audit activities
* Presentations & trainings for new team members
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| **08/2005–****04/2007** | **The Red Sea Wood Company** | **Aqaba****Jordan** |
| **Accountant**  |
| * Prepared journal entries and reconciled general ledger and subsidiary accounts
* prepared monthly financial statements
* distributing monthly revenue and expenditure reports to departments
 | * Examined & analyzed accounting records
* Supported business control and audit activities
* Analysed and reconciled expenditure and revenue accounts, including trustee accounts and investment reports
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| **05/2003–****06/2005** | **Safe Way**  | **Aqaba****Jordan** |
| **Accountant Assistant** |
| * Prepared journal entries and reconciled general ledger and subsidiary accounts
* prepared monthly financial statements
* distributing monthly revenue and expenditure reports to departments
 | * Examined & analyzed accounting records
* Supported business control and audit activities
* Analysed and reconciled expenditure and revenue accounts, including trustee accounts and investment reports
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| **09/2002–****0/2003** | **Scientific Office for Auditing, Accounting and Consulting** | **Aqaba****Jordan** |
| **Auditor in Training** |
| * Examined & analyzed accounting records

to determine financial status of companies* prepared financial reports concerning operating procedures
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**EDUCATION**

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| **1998 - 2002** | **The Higher Institute for Advanced Studies** | **Cairo, Egypt** |
| ***BSc Degree in Accounting and Commerce (Honors)*** |
| Subjects: Accounting, Finance, Commerce, Marketing, Economics, Information Technology, Statistics, Business Policy, Communications & Sales. |

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| **1992 – 1998** | **Secondary School El Sadat High School** | **Sadat City, Egypt** |
| Honors Course: Mathematics, Arabic, Philosophy |

**LANGUAGESIT**

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| **Arabic (Native)** |
| **English ( Flunt)** |
| **Hungarian(Basic)** |
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| **Microsoft Office,****Outlook,Word,Excel, PowerPoint, Access,ERP, LotusNotes,GoogleDocs, CRM** |

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| * Advanced MS Excel,Access skills ability to work with lookups and pivot tables
* Excellent problem solving and communication skills
* Attention to accuracy and detail
* Ability to meet priorities and deadlines
* Self-motivated to learn new concepts and participate in new projects.
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