# CURRICULUM VITAE

Mishil Salah Shafik

###### Gender: Male

###### Date of birth: 16 January 1985

###### Nationality: Egyptian

###### Marital status: Married

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Assiut-Egypt.

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CARRER OBJECTIVES

* Seeking challenging and responsible position commensurate with my qualifications and experience that will enable me to contribute effectively towards the growth of the Company.

SKILLS

**Software Skills**

* Competent in Microsoft Word, Power Point, Access, Excel, and Project Management Office.
* Operating Systems:
* Windows 98, 2000, XP Professional & Vista.
* Ability to troubleshoot & installing different varieties of software.

**Personal Skills**

* Excellent communication skills.
* Analysis and prediction.
* Handling customers needs and problems.
* Build successful and business relations with different customers.
* Excellent negotiator and arranging settlements with default customers.
* Able to be a co-operative, reliable and committed team member.
* Trustworthy, hardworking and self motivated learner.
* A focused passion and willingness to learn.
* Speaking two languages "Arabic & English".

EDUCATION

* **2001-2005:** graduated from Assiut University, Egypt.

Faculty of Arts department of Philosophy.

**Additional Courses:**

* **Apr.2006- Jul 2006**
* Basic business skills acquisition (BBSA) Cairo,Egypt.
* Developed language and computer skills.
* Developed Communication skills.
* Islamic products.
* Enhanced presentation and project developments skills.
* Acquired basic business skills including: marketing, sales, banking and accounting business correspondence and report writing.

WORK EXPERIENCE

**June 2017- Present :**

* Business owner in Farming filed.

**April 2016- April 2017 :**

* CMS Creditors Management Solutions.

\***Team Leader:**

1. Develop a strategy the team will use to reach its goal.
2. Provide any training that team members need.
3. Communicate clear instructions to team members.
4. Listen to team members' feedback.
5. Monitor team members' participation to ensure the training they providing is being put into use, and also to see if any additional training is needed.
6. Manage the flow of day-to-day operations.
7. Create reports to update the management on the team’s progress.
8. SME Collection.
9. Analysis and prediction.
10. Choose the best deal to avoid the long ways for collect money.
11. Responsible for agreements with our clients and defaulters.
12. Responsible for new strategies to get new clients and cover all kinds of debts.
13. Visit and deal with defaulters.
14. Tracing skip defaulters.
15. File Police cases and follow up till the judgment.
16. Responsible for arranging ambushes to arrest wanted.
17. Have various experiences and deal with (Credit Card, Auto Murabaha, Goods Murabaha, Home Finance,Over Draft accounts, admin and legal departments.

**May 2013- April 2016 :**

* Alwasl International Group Advocates & Legal Consultant.

\***Collection Officer :**

1. SME Collection.
2. Analysis and prediction.
3. Choose the best deal to avoid the long ways for collect money.
4. Responsible for agreements with our clients and defaulters.
5. Responsible for new strategies to get new clients and cover all kinds of debts.
6. Visit and deal with defaulters.
7. Tracing skip defaulters.
8. Have various experiences and deal with (Credit Card, Auto Murabaha, Goods Murabaha, Home Finance,Over Draft accounts, admin and legal departments.
9. Real Estate Broker.

**Dec 2012- April 2013 :**

* Al Adel payment services Provider.
* **Job Accountabilities:**

\***Assistant manager :**

1. SME Collection Meet and deal with defaulters.
2. Analysis and prediction.
3. Tracing skip defaulters.
4. Responsible for new strategies to get new clients and cover all kinds of debts.
5. Have various experiences and deal with (Credit Card, Auto Murabaha, Goods Murabaha, Home Finance,Over Draft accounts, admin and legal departments.

**March 2011- Jun 2012:**

* RAK Bank, Dubai, Collection and legal center.
* **Job Accountabilities:**

**\*Collector:**

1-SME collection.

2-Achieve assigned recovery targets.

3-Analyze the defaulters cases.

4-Handling and tracing all write off cases (credit cards and vehicle loans).

5-Prepare customers proposals and settlements deals.

**Dec. 2008 – March 2011:**

* Emirates Islamic Bank, Dubai, Sales, Collection and Legal Center.

**Job Accountabilities:**

**\*Collector :**

1. Recovery targets: achieve assigned recovery targets in order to contribute to the bank’s financial performance.
2. SME collection.
3. Case analysis: collect necessary information and analyze the defaulters cases in order to seek approval and initiate appropriate actions.
4. Periodical reports: submit periodical MIS reports to update the unit management and enable decision making.
5. Customer relationship: sustain customer relationship with the organization in order to retain customers and project a professional image of the bank.
6. Departments: have various experiences and deal with (Credit Card, Auto Murabaha, Goods Murabaha, Home Finance, admin and legal departments.
7. Sales credit card and personal loans.

**Apr. 2007- Nov 2008**

* Coca Cola company, Dubai-UAE.

Sales and merchandiser department.

**Jun 2006 – March 2007**

* Dana beach resort, Hurgada, Egypt.

Waiter and customer service department.

**Jan 2002 – May 2006**

* Al Hayat General Contracting, Assyit, Egypt.

Painter Foreman.

**References – Available upon request**