

Omar Gaber El Sayed

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🛡 Completion of military service 📅 02/12/1997

Education

2015 – 2020 **Good,**
Alexandria, Egypt *Faculty of Commerce, English section, Accounting department, Alexandria University*

Professional Experience

- 2023 **Direct Business Representative, QNB ALAHLI**
Present financial products to clients using the authorized techniques in order to meet customer's needs.
Ensure the delivery of all the required documents in a timely manner to maintain accurate records in alignment with work policies and procedures.
Prepare sales reports to advise Direct sales supervisor stating sales progress in order to support further decision making.
Attend regular meetings with Direct Sales Supervisor to review weekly/ daily/ monthly sales activities, progress on goals, and status of prospective customers.
- 2022 **Customer Service Representative at We, Telecom egypt**
Answering questions about a company's products or services .
Processing orders and transactions.
Delivering information about a company's offerings.
Handling customer complaints .
- 2022 **Training as Treasury Accountant, Pharmaceutical Company**
Dealing with oracle software
Receipt and disbursement of the custody
Monthly inventory of custody
Submit reports to management
- 2018 – 2022 **Training at tax accountant office**
Preparing tax paymet .
Submit tax returns .
Organize and update the company's tax datebase .
Prepare necessary paper work For tax payment and return .
Dealing with the tax authority .
- 2016 – 2018 **Training at Hamdi Ibrahim Accounting Office**
Maintaining accounts payable, ensure timely payment of invoices.
Maintaining accounts receivable, document bills and supporting documentation.
Updating financial records via accounting software.
Preparing the financial statements.
Preparing daily accounting entries.

Skills

Computer Skills

ERP System(Odoo),Microsoft Office , Software ,
social media

Personal skills

Problem Solving ,Critical Thinking
Flexibility ,Communication Skills,
Teamwork

Languages

English

Excellent at reading and writing

Certificates

General English conversation course

American centre 2015

The basic of the capital market

Organized by:
The egyptian exchange 2019

Training for creative thinking

Faculty of law 2016

ERP System (Odoo)

EAAC Center 2022

Start and improve your business

Organized by:
USAID Egyptian banking institute
& the american university 2019