



AHMED OMAR

CONTACT

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Dubai , UAE

SKILLS

*Time management *Analytical thinking
*Problem-solving skills *Organization
and strong attention to detail *Stellar
written and verbal communication skills
*Active listening *Business knowledge
*Customer service

ACHIEVEMENTS & AWARDS

* Echem petrochemic holding co. (Summer training program). * Housing & Development Bank (Summer training program) .

LANGUAGES

Arabic (mother language)

English (fluent)

PERSONAL DETAILS

Date of Birth : 01/03/1995

Marital Status : Married

Nationality : Egyptian

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

Alkhobara Tadbeer

2023 - Current

Accountant / cashier

- Payment of bills and recording and accounting for receipts and maintenance of records of all transactions on excel spreadsheets.
- Daily reconciliation of cash and receipt boxes and recording this on excel spreadsheet.
- Depositing money and cheques in the bank regularly and maintain good relationship with bank staff. Pay and account for claims to staff.
- Processing payroll, cash advances, staff claims, and daily entry of receipts including cash, debit memos, advances and bank transfers.
- Daily checks and reconciliation of cash boxes and unbanked receipts and weekly bank reconciliation checks.
- Maintenance of the payment sequence and accounts department filing system and file store.
- Monitoring and reporting exchange rates.

Apparel group (Icwaikiki Dubai mall - jimmy mall)

July 2021 - February 2023

Cashier / Sales Associate

- Handle cash transactions with customers using cash registers
- Scan goods and collect payments
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Make sales referrals, cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving establishments
- Maintain clean and tidy checkout areas
- Keep reports of transactions

Al-Nasr General Contracting

May 2018 - June 2021

Accountant

- **Process invoices, requisitions, and purchase orders**
- **Review, approve, and process payroll, expense reports, and time cards**
- **Research and resolve invoice and billing disputes with contractors**
- **Audit all accounts against contractual terms, budgets, and time schedules**
- **Review and approve vendor invoices and subcontractor bills**
- **Maintain files on general ledger, assets, and mills**



EDUCATION

Suez canal university

2017

Bachelor of commerce
Very good



PROJECTS

Microsoft office

* working on word , excel and powerpoint .

Magaza system

Retail sales program

Oracle