

Omar Hassan Ramadan

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PERSONAL INFORMATION

Date of Birth: 26 August 1990
Place of Birth: Cairo, Egypt
Nationality: Egyptian
Military service: Final exemption
Marital status: Married

WORK EXPERIENCE

Hemaya Company, Cairo, Egypt
Human resource: 1 December 2019 – Until now

Tasks and Responsibilities:

Responsible for dues and salaries.
Responsible for recruitment to company sites.
Responsible for insurance forms.
Responsible for application forms.
Responsible for terminations form.
Responsible for site attendance and departure.
Responsible for other work on Human resource matters.

Tafanin studio for design, Cairo, Egypt
Accounting: 1 September 2017 – 3 November 2019

Tasks and Responsibilities:

Work in all Finance of our Company

Web Designer: 1 November 2016 – 3 November 2019

Tasks and Responsibilities:

Work with Wordpress program
I finish the new site of Tafanin (www.Tafanin.de)
Now I finish more than 10 websites .

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WORK EXPERIENCE

Hanady Factory for Women's Wear, Cairo, Egypt

Accounting Specialist: January 2016 – First of July

Tasks and Responsibilities:

- Review and organize invoices
- Track and follow-up on shipments to customers
- Prepare payroll reports
- Prepare cash flow
- Review clients' accounts
- Review suppliers' accounts
- Calculate Net Income Statement
- Prepare trial balance and financial statements
- Oversee and present budgets, accounts and financial statements to the management

- Prepare transfers and other bank documents
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of the company
- Ensure compliance with legislation

Al-Moasher Stocking, Cairo, Egypt

Portfolio Manager: December 2013- October 2015

Tasks and Responsibilities:

- A Portfolio Manager to Saudi Stocks
- Prepare a file to every client
- See what share we will be buy and sell
- Follow-up News in Saudi Arabia
- Use of information in market

Al-Amaleka Company Trading Stock, Cairo, Egypt

Accountant: August 2008- September 2013

Tasks and Responsibilities:

- Prepare journal entries and posting to ledger
- Prepare and revise bank statements
- Revise suppliers' accounts
- Revise clients' accounts
- Prepare payroll report
- Prepare trial balance and financial statements
- Control of fixed assets and stock

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TRAININGS/ CERTIFICATIONS

October 2014 – December 2015
CFA Institute, Level One

November 2013
Meeting the Educational Program of Financial Markets

January 2011
ICDL certified, Armed Forces Institute of Information Systems

1-August 2016 - 15-August 2016
Have Financial Accountant on records and Computer In Mohamed Abd El Raouf Company

January 2011
German Language: Level A1 + A2

6-November 2016 – December 2017
I Am learn English in the British Council till now

EDUCATION

June 2013:
Bachelor of Accounting, Major Accounting
Faculty of Commerce, Ain Shams University, Cairo, Egypt

June 2008:
Thanaweya Amma, El-Sheikha Fatma Bint Mubarak Language School, Cairo, Egypt

Languages

English: Very good spoken and written
Arabic: Fluent spoken and written (native language)
German: Beginner

Curriculum Vitae

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SKILLS

Microsoft Office Word, Powerpoint, and Excel
Leadership skills
Teamwork skills
Working under pressure
Active and self motivated
Good self study skills
Keen to learn and acquire new experiences

HOBBIES

Reading and Swimming and Football

Other Activites

Member in (WATER CHARITY PROJECT TEAM)

REFERENCES

Furnished upon request