



OMAR ADEL

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PROFILE

Date of birth: 2/8/1997

Gender: Male

Location: Alexandria, Egypt

RELEVANT SKILLS

- Computer skills (Word, Excel, PowerPoint)
- Quick books
- Time Management
- Sociable
- Multitasking
- Problem solving

WORK EXPERIENCE

Accountant

Modern corporation for Chemical industries and paints.
From October 2022 - Current.

- Handled day-to-day accounting processes to drive financial accuracy.
- Recording the deficit and surplus in warehouse.
- Maintained accurate and complete documentation to facilitate accounting and filing functions.

Customer services

Octopus outsourcing Company For Talabt Application.
From September 2022 to October 2022.

- Handled customer inquiries and suggestions courteously and professionally.

Exam invigilator

British council

From April 2021 to July 2022.

- Explained library rules, policies and procedures to resolve patron issues.

EDUCATION HISTORY



Bachelor of Financial and administrative of sciences. at Pharos university in Alexandria.

Year of Graduation: 2020

- **GPA:** 3.4
- **Department:** Finance

TRAINING

- **Trained in Qatar national bank in August 2018**
- **Trained in Titan cement Egypt in June 2018.**

OBJECTIVE

A highly organized and hard-working individual looking for a responsible position to gain practical experience and Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

VOLUNTEERING

- Participant in Enterprise Development and Investment promotion program
From 10/9/2017 to 26/9/2017.
- Delegates in Model companies of simulation (MCS).
From July 2017 To October 2017.
- Organizer in Bio Vision Alexandria 2018 Conference
From 20/4/2018 To 22/4/2018.

COURSES

- Entrepreneurship in Egyptian banking institute
From February 2019 To March 2019.
- Microsoft Office Specialist (MOS)
From July 2019 To August 2019.
- English in British council.
From October 2019 To December 2019.