

Omar Mohamed Zidan

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104 Street, Maadi, Egypt 📍

07 February, 1994 📅

career objective:

Seeking an opportunity to apply my knowledge of business administration to help achieve organizational objectives, aiming to become part of an ambitious team of professionals as a Human Resources Officer and, help drive the company's growth.

WORK EXPERIENCE:

Order Taking Agent NAOS Solutions

June 2022 - January 2023,

Maadi, Egypt

Achievements/Tasks

- Receiving orders from customers via mail, phone, or other electronic means.
- Obtaining customers' details and billing information, and entering the information correctly on the order form.
- Informing customers about prices, shipping dates, and anticipated delays.

EDUCATION:

International Academy for Engineering and Media Sciences.

Bachelor of Business and Administration

Marketing Major

UDACITY Challenger track Digital Marketing.

UDACITY Academy

2020 - 2021,

Skills by Google

Grow With Google

Online

Elias College International School High School

Cairo, Egypt

SKILLS:

Communication Skills

MS Office

Presentation Skills

Analytical

Punctuality

Problem Solving

Copywriting & Copyediting

Ideas Implementation

MILITARY STATUS:

Exempted

LANGUAGES:

Arabic

Native or Bilingual Proficiency

English

Limited Working Proficiency

German

Beginner

INTERESTS:

Growth

Consistent Improvement

Time Management

Marketing

Advertising