



Omar Tarek Mostafa
Junior Accountant
Gmail: omartarek1st@gmail.com
Phone number: 971558774984
Dubai – United Arab Emirates

Objectives:

I seek a position where my skills and my knowledge can be utilized and further developed.

Personal Data:

- **Date of Birth:** 1st of June, 1999.
- **Marital status:** Single.
- **Nationality:** Egyptian.

Education:

Bachelor of Business Arabic section, Alexandria university Class (2021).

- **Major:** Accounting department.
- **Grade:** good (73.7%).

Work Experience:

❖ **Data Entry clerk in the Egyptian Army during Military service Jan 2022 – Nov 2022.**

Responsibilities:

- Input new information into database systems.
- Create, manage spreadsheets, and Produce reports.
- Control the data probity by performing comparatively.
- Document, organize and, store relevant documents.

❖ **Online Sales for "Data city store" Nov 2019 – Sept 2021.**

Responsibilities:

- Communicate with customers via phone, email, and social media.
- Explaining and demonstrating products to customers.
- Process orders, forms, applications, and requests.
- Compiling weekly and monthly reports.

❖ **Cashier at Restaurant Jan 2019 – Oct 2019.**

Responsibilities:

- Registers sales on a cash register by scanning items, itemizing, and, totaling customers' purchases.
- Resolves customer issues and answers questions.
- Process return transactions.

❖ **Salesperson at "Blue Star Stationery Store" May 2017 – Dec 2018.**

Responsibilities:

- Greet customers.
- Help customers find items in the store and provide them with information about it.
- Check for stock at other branches or order requested stock for customers.
- Elevate complaints to management.

Courses:

- ❖ **Goal Setting and Self-Management Skills, Edraak online (December 2022).**
 - How to set smart goals and draw a mental map of personal and professional priorities.
 - Develop communication skills, effective listening, and, analyze problems and challenges.
 - The crucial difference between aspiration and goals.
- ❖ **Google Digital Marketing and E-Commerce Professional Certificate (April 2018).**
 - Know the features of the products.
 - Identifies your Target Marker.
 - Identifies your competitors and stay ahead of the competition.
 - Reaching a global audience and marketing to a niche audience.
- ❖ **International computer driving licenses (ICDL), Self-study 2017.**
 - How to use Word, Excel, and PowerPoint effectively.

Current Studying Program:

- ❖ **English for Business and Entrepreneurship University of Pennsylvania "Online Course".**
- ❖ **Professional Financial Accountant "Online Course ".**

Personal Skills:

- Problem-solving and communication skills.
- Time Management, leadership, and, fast learning.
- Ability to work in a team and under pressure.
- Ability to work in a multicultural environment.

Languages:

Arabic: Mother's tongue.

English: Good.