

Omar Tarek Mohamed Amin

Counter Staff

Contact Information

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Summary

- Detail-oriented accountant with extensive experience in financial analysis, reporting, and reconciliation seeks Counter Staff position. Proficient in handling cash transactions, resolving customer inquiries, and ensuring compliance with accounting procedures. Strong communication skills and a customer-centric approach to delivering exceptional service.

Experience

- **Cash handling:** Proficient in accurate cash transactions and maintaining financial integrity.
- **Customer service:** Exceptional ability to provide personalized assistance and ensure customer satisfaction.
- **Conflict resolution:** Skilled in resolving disputes calmly and effectively to maintain positive relationships.
- **Operational procedures:** Adherence to established protocols to ensure smooth and efficient workflow.
- **Communication:** Effective communicator fostering collaboration with colleagues and other departments. Skilled in translating financial information, promoting cross-functional understanding for strategic decision-making.

Skills

- Attention to Detail
- Analytical Thinking
- Time Management
- Organizational Skills
- Problem-Solving
- Interpersonal Skills
- Stress Management
- Continuous Learning

Software Proficiency

- Microsoft Excel, Word and PowerPoint
- Odo
- Sage 50

Language

- **Arabic** : Native
- **English** : Fluent

Education

Accounting and Finance

Al Shorouk Academy

07/2013 - 07/2017

Bachelor's Degree

- Holds a Bachelor's Degree in Accounting and Finance, showcasing a solid foundation in financial management. Completed coursework in advanced accounting principles, financial analysis, and auditing. Combines theoretical knowledge with practical application, demonstrating proficiency in relevant skills. Prepared for a successful career in accounting with a commitment to accuracy and detail.

Training and Professional Development

1. Financial Accounting Course:

- Training Provider : IBS Training Academy
- Date of Completion : April 2020
- Certification : Professional Financial Accountant Course

2. Business Administration Course

- Training Provider : IBS Training Academy
- Date of Completion : November 2022
- Certification : Business Administration Training Course

3. Financial Analysis Course

- Training Provider : IBS Training Academy
- Date of Completion : October 2023
- Certification : Advanced Financial Analysis Course