

Ahmed Said Omar

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Career Objective

A full-time position in *Accountant* where I can demonstrate my technical and business skills and contribute to the company & Looking for expand my knowledge & add new skills and gain more experience to manage my job.

Summary of Qualifications

- BA in Account with Good grade

PROFILE:

Able to work on own initiative and as part of a team. Have the ability to deal with individuals and also with groups. Leadership skills involving managing, developing and motivating teams to achieve their objectives. Have the ability to behave well in bad circumstances and problem solving skills.

Personal skills:

- Finished the final level (Advanced level II) of General English Courses in (AUC) with very good grade (B) .
- Conversation Course in English (advanced level) with very good grade.
- High ability to work under pressure.
- Good communication with others.
- High ability to work under pressure.
- Always try to use personal touch.
- Responding positively when speaking with others.

IT skills

- **ICDL CERTIFICATE.**

Excellent knowledge of computer systems and software, MS Office besides Graphics software Photo and video Editing Word Fast. Good knowledge of HTML tools.

Employment

Date (from-to) Occupation or position held	2 Novmber2012 to date Accountant & Secretary in Rwaе Tuzdan for contracting
Date (from-to) Occupation or position held	1 November 2009 to 2April 2013 Accountant branch in the United Company for pharmacists (UCP)
Main activities	<ul style="list-style-type: none"> ✓ Receipt of sales invoices for customers and recording on the Company system. ✓ Follow the movement of goods out of the store and an inventory periodically to store. ✓ Preparation the Credit Note to customer. ✓ Prepare the indebtedness of client for payment, whether cash or a check for collection. ✓ Handle with the problems that face the client and achieve the level of satisfaction and deepen for trust between the client and the company. ✓ Dealing with bounced checks from customers by collecting the amount or agree to another date for collection. ✓ Follow-up and control and improve performance to achieve the company's preference level of the other companies.
Date (from-to) Occupation or position held	<ul style="list-style-type: none"> ✓ 2 February2009 to 2April 2009 ✓ Production supervisor in ETC company (DATA ENTRY)
Main activities	Preparing the production stage by providing the program Organization the steps and instruction in the process of production.
Date (from-to) occupation or position held	<ul style="list-style-type: none"> ✓ 5 February to April 5, 2009 ✓ Accountant in chartered accountant office
Main activities	<ul style="list-style-type: none"> ✓ knowing about financial accounting and accounting standard . ✓ Identify the major financial statement and other means of financial reporting.

References will be submitted upon request