

OMAR ABDELAZIZ

Junior Accountant

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A: Abu Dhabi UAE

PROFESSIONAL SUMMARY

Motivated Junior Accountant fluent in English and offering background in Economics. Eager to provide top notch accounting assistance and promote affirmative experiences. Astute professional highly skilled in accounting and bookkeeping processes. Talented individual offering fluency in Oracle, Excel and CRM systems.

WORK HISTORY

Property Shop Investment LLC. - *Quality Assurance and Interact Agent*

Abu Dhabi • 10/2024 - Current

- Participated in quality assurance initiatives, identifying areas for improvement and implementing corrective actions.
- Handled and assigned real estate inquiries coming from portals, emails, reports and calls to specific RE agents assuring smooth and accurate workflow.
- Created weekly and monthly reports and presentations for all the daily leads.
- Managed time efficiently in order to complete all tasks within deadlines with an average of 100 task per day.

London Advertising Agency - *Junior Accountant*

Abu Dhabi • 01/2024 - 10/2024

- Provided timely and accurate financial reporting to senior management, enabling informed decision-making based on reliable data.
- Prepared journal entries and entered into system using IDURAR CRM and Microsoft Excel.
- Handled month-end finances by managing and reporting assets, cash inflows and outflows, liabilities and other data.

National Bank of Egypt NBE - *Bank Intern*

Alexandria • 08/2023 - 09/2023

- Served as a valued member of the bank's internship program, consistently receiving positive feedback from supervisors and colleagues

Prober Business Solutions - *Real Estate Cold Caller*

Alexandria • 03/2021 - 04/2022

- Managed contracts, negotiations, and all aspects of sales to finalize purchases of the best properties and exceed customer expectations.
- Achieved daily call quotas of an average of 300 daily calls by diligently managing time and prioritizing tasks for maximum efficiency.

UX Centers (Optimum Account) - *Customer Service Representative*

Alexandria • 07/2020 - 01/2021

- Managed high-stress situations effectively, maintaining professionalism under pressure while resolving disputes.
- Resolved customer complaints with empathy, using Oracle CRM, resulting in increased loyalty and repeat business for customers in the United States.

SKILLS

- Excellent communication skills
- Product Sales
- Data Entry
- Teamwork and Collaboration
- Proficient English Speaker
- Customer Service
- Financial Analysis
- Microsoft Office
- Data Analysis
- Computer Skills

EDUCATION

Faculty of Economic Studies And Political Science

Alexandria University • 06/2024

Bachelor's Degree

- Completed Dual Major studies of Economic Studies and Political Science.
- 3.55 GPA

COURSES

• Data Analysis Challenger Track (Egyptfwd Initiative, Ifidia & Udacity)

Introduction to Data Analysis.

Fundamentals of Digital Freelancing.

Introduction to Entrepreneurship

• LinkedIn Courses

How to Research and Write Using Generative AI Tools.

Improving Your Mental Health at Work.

Work Well-Being in the Workplace

LANGUAGES

Arabic

English