**Curriculum Vitae**

**Personal Information**

Name : Islam Mohammed Abd El-Halim Omran

Nationality : Egyptian

Date of Birth : 1, August , 1990

Place of Birth : Egypt

Sex : Male

Marital Status : Married

Religion :Muslim

**Contact Details**

Address : Cairo, Egypt

Mob : +201098755660

Email : islam.omran39@yahoo.com

**Career Objective**

Seeking a career to gain relevant experience and apply my educational background and personal skills, Use my skills in the best possible way to achieve organization goals.

**Education**

* Graduated from Faculty of commerce **English section**, **Business administration dep.**

Graduation Year **2011** with General Estimation: "**Good"**

**Languages**

Arabic : Mother Language

English: Very Good

**Computer Skills**

**-** Microsoft Office : Excel , Word and PowerPoint

**Work Experience**

* **From February 2011 till June 2012 in Etisalat Company in Egypt as Customer service representative .**

Duties include:

* **Answers inquiries by clarifying desired information; researching, locating, and providing information**
* **Resolves problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems.**
* **Fulfills requests by clarifying desired information; completing transactions; forwarding requests.**
* **Sells additional services by recognizing opportunities**
* **From June 2012 till February 2013 in Etisalat Company in Egypt as Sales Executive .**

Duties include:

* **Sells products by establishing contact and developing relationships with prospects and recommending solutions**.
* **Maintains relationships with clients by providing support, information and guidance, researching and recommending new opportunities.**
* **Identifies business opportunities by identifying prospects and evaluating their position in the industry.**
* **Contributes to team effort by accomplishing related results as needed**.

* **From February,2013 till February,2016 in Riyadh Cables Group of Companies as Accountant .**

Duties include:

* **Complete gross margin analyses related to a company's products, inventory and its overall value**
* **Calculate the costs of goods sold on the company's financial report**
* **Help management and business owners decide what prices to charge for products.**
* **Prepare reports regarding to Sales , Productivity and Profitability .**
* **From February 2016 till march 2019 as HR in Riyadh Cables Group of Companies .**

Duties include:

 Collecting daily, weekly or monthly timesheets

 Calculating bonuses and allowances

 Monitor employee salaries

 Preparing final clearances and experience certificates for employees

 Make medical insurance for employees

**Quraan Learning Experince :**

 Finished memorization of all Quraan with Quraan Institute in Riyadh ,KSA

 Passed khatimin test with grade excellent in Quraan Institute in Riyadh ,KSA

 Finished IJAZH in [ IBN KATHEER – ABO AMR – IBN AMER – ASSEM – AL KESAAI – WARSH (in progress) ]

 Worked as Quraan teacher in Riyadh for 5 years

 Worked as online teacher in Egypt for 6 months

(All certificated available if required )

**Training & other courses**

**- Training in National Bank Of Egypt as HR**

**- Training in Unilever Company in Marketing Research Team: making questionnaire.**

**- Human Resources Management course in Menofia University in Egypt**