

Osama Mahmoud Mohammed



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Address	Address: Badr City- Cairo The possibility for changing the place of residence is available.

Career Objective	A career in multinational organization in Human Resource, that allows me to develop and make the optimum use of my education, work experience, and personal skills. Seeking a job in a multinational and a reputable company where my background and my experience can be utilized.
Education	Graduated from Faculty of Commerce - Ain Shams University – 2011.
Work Experience	<ul style="list-style-type: none"> ▪ EI Rehab Hyper <i>From 1st April 2013 till 30 th October 2014</i> ▪ Infocus Management Information System <i>From 1st November 2014 till 10 th April 2022</i> ▪ Technical Support Manager ▪ Projects Manager ▪ TAIDAL Information System <i>From 11st April 2022 till Now</i> ▪ SALES MANAGER ▪ BUSINESS DEVELOPMENT SPECIALIST ▪ <u>ERP & client support supervisor:</u> ▪ Responsible for 3 processes: Testing& Implementer, ERP Application & Other functions. ▪ Testing& Implementer ▪ Ensure effective delivery and customers' satisfaction for the assigned projects. ▪ Following up and assign tasks to the team work. ▪ Prepare weekly activities reports.

- following up the cycle of installing of customer's application from scratch to the point that the customer can operate lively on our application this include following up entering all necessary setup data by customer (like building the accounting tree, defining financial periods ...), reaching to the point of generating financial report that cover all of the data of customer.
- Assists outside auditors at year-end including preparing of schedules, invoices, and explaining supporting materials and procedures.

- **ERP Application**
- General Ledger application
- Treasury application
- Sales application
- Stock application
- Purchases application
- Fixed Assets application
- Point of sale
- HR
- Payroll

- **Other Tasks**
- Maintains general ledger, including preparing journal entries, coding invoices, accounts analysis and reconciliation, closing books monthly, and setting up new accounts.
- Reconciles monthly bank statements, verifies all deposits, and handles discrepancies and problems.
- Oversees accounts receivables collection from individual and / or institutions, and reconciles customer accounts.
- Performs accounts payable duties, such as verifying all invoices for payment, ensure.
- Expenditures are charged to appropriate accounts.
- Files all appropriate tax forms and reports with government agencies.
- Updates records for fixed assets and all other financial documents as necessary.
- Assists outside auditors at year-end including preparing of schedules, invoices, and explaining supporting materials and procedures.
- Performs accounts payable duties, such as verifying all invoices for payment, ensure expenditures are charged to appropriate accounts.
- Files all appropriate tax forms and reports with government agencies.
- Updates records for fixed assets and all other financial documents as necessary.
- Guide client throughout implementation to ensure best possible setup and best practice.
- Document all actions taken during implementations and ensure all parties are informed on progress.
- Document all testing and client setups.

	<ul style="list-style-type: none"> ▪ Log any bugs or feature request in bug and feature handling system. ▪ Feedback any important client information to Client Services Team and/or Technical Support Team. ▪ Identify any training/ knowledge needs for clients and colleagues. ▪ Prepare and perform trainings of clients and colleagues. ▪ <u>Support Other Applications:</u> ▪ Car Services Centers. ▪ Real State. ▪ Universities information systems. ▪ QR System ▪ <u>Reference Company</u> ▪ (Deraya University -- ELGazeera Academy - El-Rowad – Beverly Hills – El-Asryaa – Power House – ElAhly – El-Arabia- Maadi Group – ACT – Kahromecca – Sarh - Amjad – El-Obour Academy – Marketing & information system Institute - Higher Institute for Tourism and Hotels EGOth Alexandria, Ismailia and Luxor – Hyma Plastic – Great Foods – Daly Dress – General Print – Grey Fox – hamomah Limited Company – Red Sea). ▪ El Rehab Hyper <i>From 1st April 2013 till 30 th October 2014</i> ▪ <u>Casher:</u> ▪ Designed and put together store displays. ▪ Balanced out daily sales history at the end of the day. ▪ Performed cashier, bagger, and other duties as assigned. ▪ Assisted in weekly sales promotion price changes. ▪ Supervised baggers and other cashiers and assisted customers with finding items. ▪ Operated a cash register and received cash or cash equivalent as payment for goods sold or serviced provided. ▪ Maintained clean working environment by ensuring all items were returned to their rightful places. ▪ Provided high quality customer service in a high pace environment.
<p>Training Courses</p>	<ul style="list-style-type: none"> ▪ Diploma in Financial Accounting from Ain Shams University (two years).

Skills & Languages	<p><u>Computer Skills:</u></p> <ul style="list-style-type: none"> ▪ Windows and Microsoft tools (Word, Excel, PowerPoint, & Access). ▪ Highly experienced in Internet surfing and browsing. <p><u>Personal Skills:</u></p> <ul style="list-style-type: none"> ▪ Very good communication skills ▪ Teamwork & leadership skills ▪ Initiative & Problem solving ▪ Creative, Smart, and very Fast learner ▪ Easy adapting & Flexible <p><u>Languages:</u></p> <p>Arabic : <i>Native Speaker</i></p> <p>English : <i>Good spoken and written</i></p>
Personal Profile	<p>Date of Birth : <i>28th July, 1988</i></p> <p>Place of Birth : <i>Cairo</i></p> <p>Nationality : <i>Egyptian</i></p> <p>Marital Status : <i>Single</i></p> <p>Military Service : <i>Postponed</i></p>