Omar Diaa EL-Ansary

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Objective

Seeking a challenging position to gain relevant experience where I can be of benefit to the company and develop both my technical and interpersonal skills.

Education

- **Master of Business Administration** (MBA) From the Arab Academy for Banking & Financial Sciences
  Major: Human Resources Management 2016
- **Bachelor of Business Management,** 6th of October University 2010
  Grade: Good
- **High School:** EL-NASR Experimental Language School

Certifications & Training

- **HR Professional Diploma** | HCC (Human Capital Community)
- **Basics of Technical Analysis in Stock Market** | A.M.I.S of Training and Investment
- Training course at The International Academy major Accounting
- Other workshops: Business Communication Skills, Leadership, Creative Thinking, Management Priorities, and more.

Work Experience

Admin & Treasury Officer

EDUPLAN for Digital Marketing | Jan. 2024 – Present

- Manage daily administrative tasks to ensure smooth office operations.
- Handle payroll and assist in recruitment processes.
- Oversee and manage monthly expenses such as rent and operational costs.
- Prepare monthly financial reports detailing expenditures and revenues.
- Coordinate with senior management to ensure financial goals are met.
- Monitor and manage customer accounts, including payment follow-ups and account reconciliation.
- Prepare and maintain accurate records for receivables and payables to support financial audits.

Accountant & Treasury Accountant

Union Group Egypt &Turkey (Holding Company for Import and Export) | June 2017 – December 2023

- Managing the accounts of one of the company's branches in Morocco.
- working under the general manager and his guidance , and it raises the fund traffic reports from daily revenues and expenses.
- receipt of cash and checks for deposit daily enterprise accounts with banks, according to the requirements of the accounting system.
- Preparing salary reports and advances to employees and disbursing to them.
- Processing and follow-up of customer and supplier accounts.
- Record all accounting entries on the company's system.
- Execute all tasks required by the General Manager.

Senior HR Generalist

Suzuki Egypt Company | June 2014 – May 2017

- Monitored and maintained employee attendance, payroll processing, and monthly reporting for salaries, bonuses, and deductions.
- Managed employee benefits, including social and health insurance registration and updates.
- Ensured compliance with labor laws by organizing and maintaining employee records.
- Assisted in recruitment activities for blue-collar and administrative positions, supporting department managers with shortlisting and hiring.
- Oversee HR operations and review HR department reports for Changan Factory under Suzuki management, ensuring compliance with company standards and processes.
- Facilitated employee onboarding programs and provided guidance on company policies and procedures.
- Analyzed HR data to track performance indicators and recommend improvements.

Admin & Assistant Of Finance Manager

ZAMZAM Real Estate Investment Company | June 2012 – March 2014

- Record, reconciliation and banking of all donations to the Charity.
- Recording, reconciliation, tracking (against projects) and banking of Grants to the Charity.
- Check, process and record all payments, administer invoices and expenses claims received, code items to agreed budgets, and action payments.
- Liaise with and review budgets and expenditure as necessary with Treasurer and preparing monthly reports and other data as required.
- Provide data to Staff Wages agency and process payments as agreed
- Maintain proper records for all the above on computer book-keeping package (QuickBooks) and filing of all relevant paperwork. Provide reports and information to Treasurer, Chairman and auditor as required.
- Working with the Finance manager to prepare HR records, formulate job advertisement, draft job offer letters and contracts and filing of such HR records
- Maintaining staff and volunteer training records.
- Undertake general admin tasks under the direction of the Finance Manager e.g. dealing with items of correspondence, telephone messages & enquiries and filing
- Undertake administration tasks in relation to deal with items of correspondence, telephone messages with contractors etc.

Skills

Personal Skills:

- Ability to work under pressure and meet deadlines.
- Strong teamwork and proactive approach.
- Effective communication and organizational skills.

Technical Skills:

- Proficient in HRIS Systems (SAP, QuickBooks, DMS).
- Advanced Microsoft Office skills (Excel, Word, and PowerPoint).
- Familiarity with AI tools for HR Recruitment and Talent Management.
- Skilled in professional platforms, including LinkedIn for recruitment and networking.

Languages Skills:

- **Arabic:** Native
- **English:** professional
- **Turkish:** professional

Personal Information

- **Nationality:** Egyptian
- **Date of Birth:** 15 June 1989
- **Marital Status:** Married
- **Military Status:** Accomplished (December 2011)