Omar Mohamed Ismael

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Professional Summary

Detail-oriented Business Administration student specializing in Banking & Financial Markets with 3 years of hands-on accounting and administrative experience and advanced data analytics capabilities (Excel, Power BI). Proven track record in managing financial records, supporting business operations, and driving data accuracy. Seeking to leverage my accounting, analytical, financial, and business skills to contribute effectively within a professional organization while continuing to grow and develop my career.

Education

Institution: Agamy Higher Institute for Administrative Sciences
Major: Business Administration (Banking & Financial Markets)
Expected Graduation: 2026
Grade: Very Good

Core Competencies

- Accounting & Bookkeeping
- Data Analysis
- Financial Reporting
- Financial Analysis
- Banking Operations
- Business Administration
- Budget Monitoring
- Cost Control
- Data Visualization
- Customer Service
- Leadership
- Problem Solving
- Communication Skills
- Team Management

Experience

Accountant – Al-Azm Contracting Company (September 2023 – Present)

- Promoted to full-time accountant after a 4-month internship due to high efficiency.
- Manage daily financial transactions, bookkeeping, and cash flow records with a high level of accuracy and compliance.
- Developed automated Excel models to streamline labor attendance and daily wage processing.
- Assist in preparing financial summaries to support management cost control.

Restaurant Supervisor – Princess Restaurant, Almasa Hotel, New Alamein (March 2021 – July 2022)

- Led daily team operations and workflow scheduling in a high-pressure, premium environment.
- Handled VIP guest relations and resolved customer complaints on the spot.
- Maximized team coordination, ensuring high standards of service and effective time management.

Projects

Graduation Project: AI & Data Analytics for Business and HR Optimization

- Conducted an analytical study on the impact of AI and Data Analytics on HRM functions.
- Analyzed AI applications in recruitment, performance management, and talent retention.
- Evaluated predictive analytics techniques for workforce planning and decision-making.
- Researched HR analytics, machine learning concepts, and digital transformation strategies.
- Reviewed international research studies to identify practical business trends.

Technical Skills

- Power BI
- Advanced Microsoft Excel (Pivot Tables, Power Query, Dashboards, Financial Functions)
- Microsoft Access
- Microsoft Word
- Microsoft PowerPoint
- ERP Systems

Languages

English: Very Good (Professional Working Proficiency)

German: B1 (Independent User)

Courses & Certifications

- Data Analysis & Power BI Certification
- Advanced Microsoft Excel & Access
- ERP Systems Training Course (Conceptual Application)
- Human Resources (HR) Course & TOT (Training of Trainers)
- Professional Soft Skills Program