

# OMAR TAREK

Accountant



**An ambitious Accountant seeking a good position which can enhance my knowledge and skills in the Accounting sector**

## Experience

### Cost Accountant

**"EMS" (Egyptian Micro Solutions) – Cairo, Egypt**

**From Sep 2018 – To Sep 2023**

- **Responsible for cost calculations and their inclusions by collecting all expenses spent on import operations for the goods and charging them to the cost of the goods to reach the optimal cost of the items.**
- **Communicate with the customs clearance department to track the release of the company's imported shipments and collect customs and tax duties, clearance fees, transportation, flooring, and other expenses.**
- **Communicate with the bank management within the company to know all the commissions and bank expenses related to the import operations of the company's goods, charge the expenses for the cost of the goods, and prepare the bank form for releasing the goods within the customs departments and ports.**
- **Communicate with the warehouse management to receive the goods and match them with the supplier's invoice in terms of the number of items and their number, and collect all storage expenses, rents, and transfers between the company's stores and charge them to the cost of the items.**
- **Providing the company's departments (operations - purchases - sales - projects) with the necessary documents (certificates of origin - packing lists - bills of lading) and other documents that help complete sales operations and projects under implementation.**
- **Prepare a consolidated report for each expense to achieve optimal cost and match the total amounts of these expenses in the balance sheet**

## Contact Details



**050-8440291**



**Omartarek1278@outlook.com**



**Abu Dhabi - UAE**

## Expertise

- **Good presentation skills**
- **Good communication skills**
- **Very good managerial skills**
- **Good Time Management skills**

## Language

- **Arabic: Mother tongue.**
- **English: Good**

## Computer skills

- **Excellent in using Microsoft Office**

## Training Courses

- **Microsoft Office package certificate by "EBI" (Egyptian Banking Institute)**
- **Training course on foreign trade (Taxes, Customs) (Elshorouk Academy)**
- **English course by "AUC" (The American University in Cairo)**
- **Professional Financial Accountant Course (IBS Training Academy)**
- **Specialized Accounting Course (IBS Training Academy)**
- **Certified Accountant Manager CAM Training Course (IBS Training Academy)**
- **Advanced Training Diploma in Business Administration (IBS Training Academy)**

## Education

- **Bachelor of Accounting and Business Administration from Elshorouk Academy (SH. A).**
- **Graduation Year: 2017**
- **Major: Accounting**
- **Grade: Good**