

Omnia elsayed

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PROFESSIONAL EXPERIENCE

Accountant 06/2019 – 06/2021

Turkish Clothing Import Company

Managed daily accounting transactions and invoices

Followed up on payments and supplier accounts

Assisted in preparing financial records and reports

Sales Representative 05/2017 – 05/2019

bert house

Assisted customers and handled sales operations

Achieved sales targets and maintained customer relationships

Coordinated with team members to improve customer experience

Public Relations Manager 07/2021 – 07/2023

Dawa hospital

Managed patient and visitor communications

Coordinated between departments to ensure smooth operations

Handled complaints and improved customer satisfaction

Administrative Coordinator 08/2023 – Present

New event

Organized daily administrative tasks and schedules

Coordinated events and operational activities

Communicated with clients and suppliers professionally

EDUCATION

Bachelor of Commerce 06/2015 – 06/2019

Higher Institute of Commerce

SKILLS

Communication Skills

Customer Service

Microsoft Office (Word, Excel)

Teamwork

Problem Solving

Time Management

Administrative Support

Sales & Client Handling

LANGUAGES

Arabic: Native

English: Good