



# Omar Baraa Abdelghany

✉ omarbaraa11@gmail.com ☎ 0561856692 📍 Dubai, United Arab Emirates

📅 20 Oct 1998 🇪🇬 Egyptian 🧑 single 🏻 Male

🌐 linkedin.com/in/omar-baraa-86902222b

## Summary

Specialized in managing public relations related to government transactions and i have experience at the Ministry of Labor, Immigration, and Identity and Citizenship in Dubai. I also possess a comprehensive understanding of legal and regulatory procedures, with the ability to facilitate processes and provide effective solutions to clients With excellent communication skills in both Arabic and English, I can efficiently interact with individuals and companies from various nationalities. Committed to delivering exceptional customer service, with a focus on accuracy and punctuality in completing government transactions. Additionally, I have strong experience in customer service and sales, having worked as a direct sales in the banking sector, which has equipped me with excellent skills in building relationships and achieving sales targets.

## Professional Experience

Jan 2025 – present  
Dubai,  
United Arab Emirates

### **Public Relation clerk, Saif Belhasa Holding l.l.c**

#### **Government Transactions Department**

- Apply and follow up for visas, residency, work permits, and renew or cancel them as needed.
- Coordination with the Ministry of Human Resources and Emiratization, the General Directorate of Residency and Foreigners Affairs, and relevant federal and local authorities.

#### **Compliance and legal regulation**

- Follow up on the latest updates in the labor and immigration laws in the UAE and apply them within the company.
- Ensure that all operations are carried out in accordance with applicable regulations to avoid fines and violations.

#### **Employees Support**

- Provide guidance and assistance to employees in all matters related to government transactions such as Emirates ID issuance, medical examinations, document renewal.

#### **Preparation of documents and correspondence**

- Preparing and submitting all required documents to the concerned authorities.
- Ensure the accuracy and completeness of documents before submission and follow them up until the completion of the procedures.

#### **Record and data keeping**

- Update the database of employees and records related to government transactions.
- Save electronic and paper copies of all important documents and update them periodically.

Sep 2023 – Jan 2025  
Dubai, UAE

### **Typist / public relation officer, Aldeyafa government transactions center**

- Conducting immigration transactions via Uae Pass (entry permits, residence and visit visa ,cancellation of residency ,hold ,golden residency ,VISA STAMPING )
- Conduct all transactions related to work and workers through MOHRE system
- All transactions related to identity and nationality ) EID – MEDICAL )

Jul 2022 – Jul 2023  
Cairo, Egypt

### **Direct sales, ALAHLI BANK OF KUWAIT-EGYPT**

- I actively market the bank's loan products through various methods, such as reaching out to customers directly from the bank or personally visiting their workplaces to promote the bank's programs.
- I actively develop a daily and monthly sales plan.
- I aimed for a monthly target of 1.1 Million E£ and successfully reached it through various programs, which involved networking with compounds, doctors, PL to card, bankers, self-employed individuals, army personnel, salaried workers, and participating in the buy-out program

- I tackled the challenge of boosting interest by persuading the customer about the essentially of financial investment and engaging the funds in various projects like acquiring properties, purchasing a car, or investing in gold.

Dec 2021 – Jul 2022  
Cairo, Egypt

### **Direct sales, Attgariwafa bank-Egypt**

- Selling two credit cards and explaining how to use them to the customer.
- I aimed for a monthly target of loans 400 k E£ and successfully reached it through various programs, which involved doctors, bankers, salaried workers, and participating in the buy-out program.
- Assisting the customer in signing banks checks

Jan 2020 – Nov 2021  
Tanta, Egypt

### **Sales time share, Image real state**

- I market time shares and associated tourism facilities, whether through telephone, personal meetings or promotional events.
- I provide detailed information to potential clients about the benefits of time shares, such as long-term savings and access to luxury tourism facilities.
- I negotiate with interested clients and seek to convince them to buy a time share, and help them choose the right share for their needs.
- I prepare the offers and contracts necessary for the procurement process, and explain the terms and conditions of the practical shares.

Jul 2018 – Jan 2020  
Tanta, Egypt

### **Accountant, cheese cake café**

- Recording financial transactions: like the daily financial operations of the company, such as invoice and due, sales and purchases, and bank transfers.
- I prepare basic reports like account statements, income reports and simple budget.
- I use various accounting software that helps in recording and analyzing financial statements.

## **Education**

Sep 2017 – Jun 2021  
Tanta, Egypt

### **Bachelor's degree in Accounting, University of Tanta, Faculty of Commerce**

## **Skills**

- Leadership
- Fast Learner
- Communication
- Team Worker
- Self-motivation
- Decision Making

## **Languages**

- English
- Arabic

## **Courses**

Jun 2020 – Sep 2020  
Tanta, Egypt

### **Microsoft Office 2019, University of Tanta, Faculty of Commerce**

It familiarizes professionals with essential software tools like Excel, Word, and PowerPoint, which are widely used in financial data analysis, report generation, and presentation. Proficiency in MS Excel enables efficient financial modeling, data manipulation, and budgeting tasks. It enhances productivity, streamlines accounting processes, and improves communication through effective presentations and documentation.

Jun 2019 – Aug 2019  
Tanta, Egypt

### **PFA, University of Tanta, Faculty of Commerce**

It provides advanced accounting knowledge, including financial reporting and budgeting, essential for maintaining accurate financial records. It equips professionals with skills in risk management and financial analysis, aiding informed decision-making and resource

optimization. Additionally, the qualification enhances career prospects and offers opportunities for growth in the accounting and finance field.