



# Omar Arfan

## Business Administrator - Banking & Finance

Self-Motivated, result-oriented business graduate, specialized in banking and finance with three years of experience in this field that helped me gain excellent observation, communication and auditing skills. Keen to support your team, where my knowledge and skills can be leveraged to achieve the best quality of service



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Doha, Qatar



Nationality, Brazil



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## SKILLS

Microsoft Office Suite

Customer Relationship Management - CRM

Critical thinking and problem solving

Interpersonal Communication Skills

Advanced Analytical Thinking Skills

## LANGUAGES

Arabic  
Native or Bilingual Proficiency

French  
Full Professional Proficiency

English  
Full Professional Proficiency

Portuguese  
Elementary Proficiency

## INTERESTS

Music Production

Chess

Swimming

## WORK EXPERIENCE

### Controlling Administrator DARWISH TRADING CO.

10/2021 - Present

Doha, Qatar

#### Achievements/Tasks

- Managing office correspondence, keeping track of incoming and outgoing mail, and organizing file keeping systems.
- Reviewing supply orders in relation to projects and inventory, and making any necessary comments.
- Overseeing acquisitions and deliveries, maintaining copies of operations, and raising any notes.
- Monitor purchases using price quotations, purchase invoices, and provide feedback if needed.
- Execution of any directives issued by the Chairman of the Board of Directors.
- Coordinate with human resources to handle payroll and personnel databases.

### Accounting Internship Junet For Industry And Commerce S.A.L

01/2021 - 03/2021

zahlé, Lebanon

#### Achievements/Tasks

- Assisting with research, filing, data entry, and recording.
- Maintaining accurate and complete financial records.
- Preparing financial reports such as balance sheets and income statements, invoices, and other documents.
- Working with bookkeeping software - FreshBooks.
- Supporting the finance team, and taking part in audits.

### Moderator TELE CLOUD VISION S.A.L

06/2019 - 09/2020

Beirut, Lebanon

#### Achievements/Tasks

- Requesting handling and analyzing
- Handling the communications and liaison between the company's consumers and third-party personals
- Observing and auditing work flow
- Defining group boundaries and rules
- Following up with costumers on a daily basis to keep up with their needs
- Assisting with research, filing, data entry, recording, maintaining accurate records

## EDUCATION

### Bachelor's Degree In Business Administration, BBA - Finance Holy Spirit University Of Kaslik - USEK

09/2017 - 05/2021

Kaslik, Lebanon

### Lebanese Baccalaureate in Sociology And Economics Notre Dame De La Consolata

09/2012 - 06/2017

Zahlé, Lebanon