

Oumar Diarisso
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Career Objective: International Candidate

SKILLS

- Languages: French, English, Arabic, Soninke and Bambara
- Mastery of the following software: Word, Access, Excel, Simply Accounting
- • Accounting and management: accounts receivable, accounts payable, payroll, invoicing, bank reconciliation
- • Preparation and analysis of monthly and annual financial statements
- • Inventory management
- • Customer service, Industrial Worker, Restaurant experience
- • Production of quotes and sales reports
- • Office work (receiving and dispatching calls, filing, writing letters) Chinese Restaurant work experience in Egypt I worked with Chinese Restaurant as Cook helper and Server, Tipper vehicle driver, cleaner experience
- **WORK EXPERIENCE**
2012-2014 Cook's Helper Chinese Restaurant Egypt
Help cooker to cut oignons and meat and clean tables and server food and charge to buy fruits in the market

2006-2025 Category BC Driver Tipper Car Vehicle Mali

- Personal driver of General Manager Society Real Estate Diarisso
- experience of Driving more than 5 years for the personal car , Tipper Car Vehicle in charge of
- Administrative errands and driving staff in their various errands and
- delivery of mail and goods
- **2019-2025 Real Estate Agent**

Within Society Real Estate Agency Diarisso responsible for accounting operations and administrative procedure, managing administrative documents, collecting money from the tenant at the end of the month, writing receipts and rental requests and supervising construction sites reception of customers, management of telephone calls and scanners, photocopying of administrative documents, accounting for all over made per month, charge of ensuring payment of employees and electricity bill and water bill Somagep S.A, Edm S.A, charges communication with the customers

2018-2019 Flight Follower

Maintain the aircraft tracking communication operation with the PAM base and the various stations using HF, VHF, telephones and other means of communication, mainly for the purpose of facilitating search and rescue needs;

Receive, coordinate, and disseminate flight details, including estimated arrival and departure times with UNHAVE focal points in the field and to various UNHAVE colleagues;

Obtain daily weather information and any other relevant information regarding destinations on the ground and share it with the crew and ATOs/CATOs;

- Establish communication or order all flights to make position reports every 30 minutes on routes over 1 hour flying time.

- Coordinate with airport security officials, MINUSMA, UNDSS, and other local authorities in order to obtain valuable security information on the aerodrome and its surroundings;
- Reconfirm with security and WFP officials about the security status of an intended destination prior to the start of a flight;
- Communicate actual arrival times, take-off times, block-off and block-on times to various UNHAS colleagues;
- Maintain permanent and regular liaison with all focal point Flight Coordinators in field stations and keep them informed of the estimated time of arrival, persons on board, cargo, fuel required and any other relevant information;
- Understand the emergency plan "Emergency Response Plan" and implement it by following the procedure;
- Facilitate the search and rescue process, maintaining accurate monitoring and tracking of all flights through the Indigo Satrack satellite system;
- Make timely records of each aircraft's movements/flight data through the TakeFlite form and flight movement sheet;
- Ensure a clear filing of aircraft monitoring files and other reports;
- Liaise with crew to obtain safety and incident reports;
- Assist operator representatives in arranging aircraft refueling;
- Verify Aircraft Utilization Report (AUR) data provided by operators against the TakeFlite database and make corrections in case of discrepancy;
- **ADDITIONAL KEY RESPONSIBILITIES**
- Follow up on requests to obtain national and international overflight authorization documents;
- Ensure NOTAMs and instructions from airport control authorities concerning aerodromes and submit to ATO/CATO;
- Establish and make the database of aerodromes and landing strips;
- Perform any other task requested by the supervisor

2017 Marketing Agent

Tecno Mobile Mali, marketing department for telephone sales, supervise the shops in the different districts to see their good markets and note the problems which are in the shops send the information to my superior and advise the agents in the shop for the way sales and reception and promote advertising for new phone products from Tecno Mobile Mali

2015-2016 Office Helper

Direct customers to the research department at nefsak.com of Egypt company-commerce of online sales, in charge of printing and scanning the documents of the company and getting the packages up to the store, places everyone in their place and running the company at the administration level, welcomes customers to guide them, explain the smooth running of the service request

2012-2014 Call Center Representative agent

Teleperformance Egypt Telecommunications Company, customer reception, orientation, call center charges communication on the Expedia Canada account for sales, receives incoming calls, charges for hotel and flight reservations, and identification of activity data, following up on demand, customer complaints, account openings for customers, explanation of the rules for reservations and general conditions

TRAINING

2007 Malian Baccalaureate Diploma at the Djoliba Badalabougou River Teaching Academy, Letter Series

2013 Degree in Accounting-Management at the Arab Institute of Studies Member of Unesco Attaba, Egypt-Cairo

2009 Apprenticeship Training (ICDL) International Circular Computer Certificate at the Teaching Center in Misr Diadida Heliopolis Egypt (Word, Excel, Hardware, Software, Windows, Maintenance)

2010 Star English Course at the American University in Cairo-Egypt Advanced Level

2021 Training certificate within the Malian Association for Solidarity and Development (Amsode) training Logistics Officer / Logistics Officer / Logistics Assistant

2021 Training certificate within the Malian Association for Solidarity and Development (Amsode) training as Accountant/Financial Assistant/Admin Finance Officer

2021 Training certificate within (Pole Excellence) training Human Resources Management in Humanitarian Organizations

IMPROVEMENT

2009 Office automation update
Word, Excel and maintenance

2021-2022 English and Arabic lessons (conversation)
Interests and activities
Sport, Music, Travel, Reading, going to the Cinema, going to the Zoo.