

Oumar Diarisso

Kalaban Coura, Street 13, Door 81

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Languages : Native French, Advanced English, Advanced Arabic

Software: Word, Access, Excel, PowerPoint, Simply Accounting.

WORK EXPERIENCE

2021-2024 Kitchen Assistant

Fast Food Restaurant N'Diayelyssa Lafiabougou

- ☐ Place dishes in the storage area
- ☐ Disinfect and wash dishes and other items by hand
- ☐ Prepare takeout meals
- ☐ Prepare, reheat, and finish simple dishes
- ☐ Refrigerators and salad bars
- ☐ Use manual and electric appliances to clean, peel, slice, and trim food
- ☐ Clean and disinfect the kitchen, including work surfaces, cupboards, storage areas, appliances, and equipment
- ☐ Handle and store cleaning supplies
- ☐ Remove kitchen waste and trash
- ☐ Sweep, mop, wash, and polish floors
- ☐ Wash, peel, and cut vegetables and Fruits

2012-2015 Assistant Cook

El Muslim Restaurant, Darassa (Egypt)

- ☐ Assisting the cook in preparing ingredients
- ☐ Helping cut onions and meat
- ☐ Cleaning and disinfecting refrigerators and dining tables
- ☐ Responsible for market shopping
- ☐ Preparing certain foods, such as chiomyan, tofo, and rice sauce
- ☐ Greeting customers, showing them the menu, and taking their orders.

2025 Property Manager

Diarisso Real Estate Company, Bozola, Nimaga Building

Within Diarisso Real Estate Company, responsible for accounting operations and administrative procedures, managing administrative documents, collecting tenant payments at the end of the month, preparing receipts and rental applications, and supervising construction sites and clients, managing phone calls and scanners, photocopying documents, welcoming administrative staff, accounting for all monthly collections, ensuring employee payments and electricity and water bills (Somagep S.A., Edm S.A.), and responsible for client communication.

2018-2019 Aircraft Tracking Assistant

World Food Programme (WFP)

- ☐ Maintain aircraft tracking communications with the WFP base and various stations using HF, VHF, telephones, and other means of communication, primarily to facilitate search and rescue needs;

- ☐ Receive, coordinate, and disseminate flight details, including expected arrival and departure times, with UNHAVE focal points in the field and various UNHAVE colleagues;
- ☐ Obtain daily weather information and any other relevant information regarding ground destinations and communicate it to the crew and ATOs/CATOs;
- ☐ Establish communication or instruct all flights to submit position reports every 30 minutes on routes exceeding one hour of flight time. ☐ Coordinate with airport security officials, MINUSMA, UNDSS, and other local authorities to obtain valuable information on the security of the airfield and its surroundings;
- ☐ Reconfirm with security officials and WFP the security status of a planned destination before the start of a flight;
- ☐ Communicate actual arrival times, takeoff times, boarding and disembarkation times to various UNHAS colleagues;
- ☐ Maintain constant and regular liaison with all field station flight coordinators and keep them informed of the expected arrival time, persons on board, cargo, fuel requirements, and any other relevant information;
- ☐ Understand the Emergency Response Plan and implement it according to the procedure;
- ☐ Facilitate the search and rescue process, maintaining accurate control and tracking of all flights using the Indigo Satrack satellite system;
- ☐ Record the movements and flight data of each aircraft in a timely manner using the TakeFlite form and the flight movement sheet;
- ☐ Ensure clear filing of aircraft tracking records and other reports;
- ☐ Liaise with the 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 correct any discrepancies;
- ☐ OTHER KEY RESPONSIBILITIES
- ☐ Follow up on requests for national and international overflight authorization documents;
- ☐ Ensure NOTAMs and instructions from airport control authorities regarding aerodromes are issued and submitted to the ATO/CATO;
- ☐ Establish and update the aerodrome and runway database;
- ☐ Perform any other tasks requested by the supervisor.

2010-2011 Teleperformance Egypt

Call Center Representative Agent

- ☐ Teleperformance Egypt Telecommunications Company, customer reception, orientation, call center communication fees on the Expedia Canada account for sales, receiving incoming calls, hotel and flight reservation fees, and identifying activity data, tracking requests, customer complaints, opening accounts for customers, explaining reservation rules and general conditions.

2015-2016 Nefsak Egypt

General Assistance Agent

- ☐ Responsible for directing customers to the research department at Nefsak Egypt, an online sales company, in charge of printing and scanning company documents.
- ☐ Delivering packages to the store, responsible for cleaning all company offices and tables and restrooms, responsible for making tea for customers, welcoming customers to direct them to the appropriate department.

2006-2025 Diarisso Real Estate Company

Dump Truck Driver, Category BC License

- ☐ Personal Driver for the Managing Director of Diarisso Real Estate Company
- ☐ Over 5 years of driving experience for a personal car and dump truck, responsible for administrative errands and driving company staff.
- ☐ Administrative errands and driving staff on various errands, as well as delivering mail and goods.

EDUCATION

- ☐ Diploma in Accounting and Management from the Arab Institute for Studies, Member of UNESCO, Attaba, Egypt-Cairo
- ☐ **2006-2007:** Malian Baccalaureate Diploma from the Djoliba Badalabougou River Teaching Academy, Arts Series

Other Education

- ☐ **2021:** Training Certificate from the Malian Association for Solidarity and Development (AMSODE) training as Accountant/Financial Assistant/Financial Administration Officer
- ☐ **2021:** Training Certificate from the Malian Association for Solidarity and Development (AMSODE) training as Logistics Officer/Logistics Officer/Logistics Assistant
- ☐ **2021:** Training Certificate from the (Pole Excellence) training in Human Resources Management in Humanitarian Organizations
- ☐ **2010:** Star English Course at the American University Cairo, Egypt, Advanced Level
- ☐ **2009:** Apprenticeship Training (ICDL) International Circular Computer Certificate at the Misr Diadida Heliopolis Teaching Center in Egypt (Word, Excel, Hardware, Software, Windows, Maintenance)

Interests and Activities

- Sports, music, travel, reading, cinema, zoo.