

Personal and contact information:

Name: Abdullah Abu Bakr Abdullah Al-Baiti

Date of birth: 9/5/1991

Place of birth: Aden – Yemen

Social status: Married

Nationality: Yemeni

Address: Aden – Dar Sad – Albsattin

Mobile: (+967736313233) WhatsApp

+967776552493

Email: albiti346@gmail.com



Objectives:

A hardworking person, honest and trustworthy I can deal with long working hours, also I can possible to manage time under work pressure, I seek to gain more experiences and skills through work.

Education:

- Bachelor's degree in Accounting Department from the College of Administrative Sciences, University of Aden -Yemen at 2013/2014.
- General secondary certificate for the year 2008-2009.
- International Diploma in Information Technology Skills Cambridge IT skills Diploma (CID-IT).
- Diploma in computer skills Microsoft Office (Word, Excel, Access, PowerPoint, Outlook, Internet, Printer).
- Computer diploma (automatic secretary)

Training courses and projects:

- Excel Advance

- YEMEN SOFT System Course.
- Relationship Building and Development Program.
- Training Course (Accounts Department) in the General Electricity Corporation-ADEN.
- Financial accounting using Excel.
- Diploma in Foundation & Organization management.
- Attend and participate in a course in brain management and control program " Hermann scale ".
- Course in BSAFE
- Course in Corruption Prevention.
- Course in Driving license(medium equipment)

Work Experience:

1- Cash Management Assistant, In Organization ADRA YEMEN (ADEN Office) at YEMELI II & YEMELI III Projects (August2023-March 2025)

2-Junior Cash Management Assistant, In Org ADRA YEMEN (ADEN Office) at YEMELI Project (Jan 2023- Septamber30- 2023).

3-Junior Cash Management Assistant, In Org ADRA YEMEN (ADEN Office) at MANR and MANR II Projects (Dec 2019- September30- 2022).

4-Financial Assistant in the Engineering Office of Royal Clock Company for Logistic Services, Finance, Oil and Engineering Services -Hadramout/Al Mukalla (Oct 2108 to 30-November2019).

5-Receptionist at the Summit Academy – Part time -Hadhramaut/ALMukala (Jun2018-30-September2018).

6-Cashier Accountant in the SALAMAMH Restaurants – Mukalla/Hadramout

(August 2016-30-Sep 2018).

Technical Skills:

Language Skills:

- ✓ Arabic " Mother Tongue"
- ✓ English is "very good"

Computer skills:

- ✓ Microsoft Office (Excel, Word, PowerPoint, outlook - A / E Typing - Internet-Access.
- ✓ YEMEN SOFT program.
- ✓ Soft Creativity Program.

personal skills:

Management skills, team leadership, communication skills with employees and stakeholders, professional interaction skills with projects, departments and departments such as human resources, procurement, logistics, operation and other departments, diligent and honest work, activity and adherence to deadlines and time, and the desire to always learn new skills, I have the ability to work well Independent in a crowded environment and also within a team, I have the ability to receive and direct problems and find solutions.

References:

Gamar Hussein Manager	gamar hussain@adrayemen.org	ADRA	Finance
Ahmad Ali supervisor	ahmed.ali@adrayemen.org	ADRA	Direct
Khaled Abood supervisor	Khaled.abood@adrayemen.org	ADRA	Direct
Lina Ahmed supervisor	lina.ahmed@adrayemen.org	ADRA	Direct
Abdullah ALkteri Finance manager	770600213		Royal Clock
Mohammed Bahurmuz	bahurmuz22@gmail.com	The Summit Academy	Direct

supervisor

Thanks for your attention

All the above information can be confirmed by certificates on request