



Abanoub Younan

ADDRESS: DUBAI, UAE
NATIONALITY: EGYPTIAN
GENDER: MALE
MARITAL STATUS: Married
BIRTH DATE: 01-11-1991

PROFILE

I am searching for a job opportunity and applying for administrative and human resources tasks as well as accounting duties. I also have extensive experience in sales management. Moreover, I am willing to gain experience in various fields and handle diverse responsibilities.

CONTACT

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"Own visa with NOC"

SKILLS

Soft Skills:

- work with a team
- Ability to Work Under Pressure
- Time Management
- Flexibility
- Take responsibility
- Continuous learning
- Adaptability

Language Skills:

"Arabic"
"English"

EDUCATION

• **BACHELOR OF INFORMATION SYSTEMS AND ADMINISTRATIVE - ABBASIA INSTITUTE FOR COMPUTERS AND COMMERCIAL SCIENCES**

2014

- Grade: Good

WORK EXPERIENCE

First Class One General Trading Co. L.L.C – Data Entry. (Dubai)

10/2023 – Now

- Preparing and organizing data.
- Prepare a full data backup.
- Update customer information.
- Ensure the accuracy of data and information.
- Keep important files and documents and delete unwanted files.
- Preparing work statements, such as a statement of employee attendance and absence, a statement showing the names of the company's clients, and a payroll statement.

Richie Jewellery – Sales and Accountant. (Egypt)

11/2016 – 09/2023

(Sales)

- Receiving and displaying merchandise.
- Customer service.
- Direct participation in product sales.
- Operating electronic cash register.
- Maintaining records and transferring revenues to collection service.
- Assisting in inventory management.
- Familiarity with precious metals (diamonds, gold, silver, platinum, etc.) and their alloys.
- Basic understanding of gemstone properties (precious, semi-precious, synthetic) and types of cuts.
- Types of diamonds.
- Types of clasps and fastenings on earrings, necklaces, and other jewelry items.

Technical Skills:
"Microsoft office"
(Word - PowerPoint – Excel).

COURSES

- Certified Public Accountant and Tax Experience Certificate From 11/01/2015 at 31/01/2017
- Certified Public Accountant (CPA) Certification in 2018.
- I have obtained a Taxation Accounting Certificate in 2018.

- Providing comprehensive and accurate information about a specific product.
- Adherence to the sales plan.
- Ensuring the safety of merchandise and preventing losses from jewelry sales.

(Accountant)

- Documenting transactions, financial records, purchase transactions, and sales.
- Regularly preparing necessary financial reports, statements, and financial tables, as well as accounting ledgers.
- Maintaining backups of financial records.
- Preparing a monthly audit balance.
- Creating and supervising accounting ledgers.
- Providing financial information to relevant administrators.
- Maintaining the confidentiality and privacy of financial information.
- Supervising financial documents and records.

HCC Company For General Contracting - Accountant (Egypt)

05/2012 – 08/2015

- Preparing and compiling financial reports and analyzing financial data.
- Documenting transactions, financial records, purchase transactions, and sales.
- Regularly preparing necessary financial reports, statements, and financial tables, as well as accounting ledgers.
- Maintaining backups of financial records.
- Preparing a monthly audit balance.
- Providing financial information to relevant administrators.
- Recommending necessary financial actions to be taken.
- Analyzing and summarizing the current financial status of the company by collecting data and information, preparing budgets, income statements, profit and loss reports, revenue and expense reports, and all other relevant reports.
- Maintaining the confidentiality and privacy of financial information.
- Supervising financial documents and records.
- Entering data and information into computer systems such as invoices, financial documents, journal entries, disbursement orders, and all various accounts.
- Tabulating, recording, transferring, and summarizing financial transactions, as well as writing, arranging, and organizing them in a way that allows system users to understand and work with them.

Glamour Jewellery -Sales (Egypt)

01/2008 – 04/2012

- Receiving and displaying merchandise.
- Providing customer service.
- Directly participating in product sales.
- Operating electronic cash registers.
- Maintaining records and transferring revenues to the collection service.
- Assisting in inventory management.
- Familiarity with precious metals (such as gold, silver, platinum, and others) and their alloys.
- Adhering to the sales plan.