



## PERSONAL PROFILE

**FULL NAME** : GIRMA SEIFU ANSANE  
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**Address** : Dubai in UAE  
**Driving License:** [UAE Driving License](#)



## OBJECTIVES

To seek challenging career with a dynamic organization that offer the opportunities knowledge and abilities to explore and grow and enabling me to contribute positively towards the organization Profitability goals and objectives.

## WORKING EXPERIENCE

### DRIVER

I was worked in Dubai Taxi Corporation as a Taxi Driver.

Reliable taxi driver with knowledge of the Dubai streets and ability to get customers to their destinations.

I worked those listed activities:-

- ✚ Strong visual acuity to always be aware of what is occurring on the road
- ✚ Excellent speaking skills to carry on conversations with passengers
- ✚ Exceptional time management skills to allocate enough time to clean vehicle before picking up next client
- ✚ Active listening skills to always know exactly where a passenger wants to be dropped off
- ✚ Familiarity with basic payment software so payments can be made through a variety of means.

### SALES PERSON (REPRESENTATIVE)

I was worked in Dragon Mart or China Mall (Dubai) as a sales person.

I worked those listed activities:-

- ✚ Greet customers and help to find items in the store.
- ✚ Check for stock at other branches or order requested stock for customers and Keep track of inventory.
- ✚ Provide customers with information about items.
- ✚ Ring up purchases.
- ✚ Elevate complaints to management.

### STOCK ACCOUNTANT AND CASHIER (2020 GC-2022GC)

I was worked in School of tomorrow educational Plc (Ethiopia) for 2 years as Stock Accountant.







I worked those listed activities:-

- ✚ Prepare full sets of accounts.
- ✚ Handle financial and management reporting.
- ✚ Monitor inventory and prepare inventory ageing reporting.
- ✚ Participate in annual statutory audit and tax filing.
- ✚ Liaise with external supplies, vendors and customers.

## **SALES ASSOCIATE (2018-2020GC)**

I was worked in Yeabsera import & export (Ethiopia) for 3 years as Sales Associate.




I worked those listed activities:-

-  Greet customers in a friendly and polite manner
  -  Assist customers in the store and on the phone
  -  Performed sales duties in busy department store, including POS, opening, closing, cleaning, stocking, facing, and product knowledge.
  -  Opened the store on my shifts, including opening cash drawer, front door and fulfilling opening checklist.
  -  Closed store on my shift days, including delivery of cash bag to bank.
  -  Trained retail sales associates in customer service best practices.
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## **CUSTOMER SERVICE (2016-2018GC)**

I was worked in awash wine share company (Ethiopia) for 3 years as Sales Associate.

I worked those listed activities:-

-  Answered product and service questions and offered information on related products and services.
-  Maintained a customer account information database (including canceling and updating customer accounts.)
-  Placed and canceled an average orders weekly from customers, distributors, and agents.

## **EDUCATION**

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- ❖ [Bachelor Degree in Art of Accounting & Finance](#)
- ❖ [Bachelor Degree in Science of Civil Engineering](#)

## **LANGUAGE SKILLS**

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- ❖ Fluent in English & Native in Amharic

## **SKILLS**

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- ❖ Enthusiastic, flexible and capable of working on own initiative.
- ❖ An ability to work to deadlines whilst ensuring accuracy and efficiency.
- ❖ Capable of working in a manner conducive with the production of high quality data.
- ❖ Able to work fast and also accurately.
- ❖ Working individually as well as in a team.

## **DECLARATION**

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I hereby declare that the above information is true to the best of my knowledge and belief and nothing has been concealed or distorted



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President of the University

The Senate of Debre Tabor University by virtue of the powers vested  
in it by the Council of Ministers Regulation No. 229/2011 hereby  
grants to:

**GIRMA SEIFU ANSANE**

THE DEGREE OF  
*Bachelor of Science*  
in Civil Engineering

with all honours, privileges and obligations pertaining thereto and  
in witness thereof has authorized the issuance of this diploma duly  
signed and sealed. Issued in Debre Tabor on this Twelfth day of the  
month of July in the year Two Thousand and Seventeen.

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University Registrar



# ST. MARY'S UNIVERSITY

## OFFICE OF THE REGISTRAR

### *Temporary Certificate of Graduation*

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*This is to certify that*

**Girma Seifu Ansane**

*Graduated from St. Mary's University*

*with Bachelor of Arts Degree in*

**Accounting and Finance**

Est. 1998

*on October 08, 2021*

**SMU**



*and is thus entitled to all the rights and privileges thereof.*

*This temporary diploma has been given pending the printing and issuance  
of the actual diploma.*

**29 OCT 2021**

*Date*



**Fisseha Tesfaye**  
**Associate Registrar**

*Associate Registrar*



