

Seif Enan
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QUALIFICATION SUMMARY

I am a performance driven individual with a strong track record of emitting goals and achieving consistent results. I received my A.S. in Liberal Arts and Science from Bard College in 2011 and have since been applying myself in the business industry and have developed a great love and intrigue for the field. I plan on pursuing my education further and obtain my MBA to further pursue the profession. I have been able to adapt based on circumstance and make critical decisions when required on numerous occasions. My prominent engagement, communication skills and positive mindset have led to the enhancement of the atmosphere and overall work environment resulting in a more desirable and productive setting. I possess strong business acumen to complement my exceptional competencies in computer systems. My strong work ethic and ability to strive on multiple occasions has led to me to being recognized for exceptional leadership qualities ultimately resulting in my promotion to higher positions.

PROFESSIONAL EXPERIENCE

THE HALAL GUYS FRANCHISE, INC. ASTORIA, NY
Corporate Project Manager – Employed Full Time

January 2015 - January 2018

- ❖ Promoted from within the company to Project Manager and assumed the roles of the Accounting and IT Departments.
 - Accounting Services: I provided The Halal Guys Franchise and their sub/sister companies with AR/AP and Payroll Services.
 - IT Services: Prepared and maintained all corporate technological equipment.
- ❖ Assisted in recruiting key members to the team.
 - Created job posts and uploaded them to recruitment sites. Performed initial screening of the applicants and initial interviews with the possible candidates.
- ❖ Assisted the Chief Executive Officer and Chief Development Officer in research for further development of the brand.

AL-SHUKR, INC. (dba. The Halal Guys). Lower Manhattan, NY
ELSALAM ENTERPRISE, INC. (dba. The Halal Guys). Upper Manhattan, NY

January 2015 - February 2015

- ❖ Appointed by the President of both companies, Mr. Khaled Abdelhaleem, to initially set up the accounting and payroll systems.

THE HALAL GUYS, INC. ASTORIA, NY
Office Manager – Employed Full Time

July 2014 - January 2015

- ❖ Hired by the Co-founder and Vice President, Abdelbaset Elsayed, of The Halal Guys to make computerized advancements to the then current method of invoicing.
- ❖ Constructed a new invoicing system using Excel Formulas and integrated worksheets to reduce human error and provide a more user-friendly system.
- ❖ Maintained telecommunication by directing incoming calls appropriately.
- ❖ Installed, repaired and maintained office computers and equipment.

MATHEMATICS TUTOR. Self Employed, NYC Area
Personal tutoring – 6-10 hours per week during the school year

September 2008 - July 2014

- ❖ Tutored students ages 8 to 17 in all levels of Mathematics up to pre-calculus.
- ❖ Prepared lesson plans tailored to each student's expected needs and goals.
- ❖ Used positive reinforcement to motivate and improve students' confidence skills.
- ❖ Regularly communicated students' progress to both the student and parent to further monitor progression.

Urban Upbound (ERDA). Long Island City, NY
Summer Intern

July 2009 - August 2009

- ❖ Responsibilities included answering phone inquiries, directing calls appropriately, making photocopies, recording memos and conveying messages, organizing documents, sorting, and managing files.
- ❖ Worked specifically with the Accounts Manager to identify, sort and post potential job leads weekly for job seekers.
- ❖ Created a "Retail Jobs" template which job seekers are currently using to record their interactions with retail companies.

United Nations Federal Credit Union (UNFCU), Long Island City, NY
Summer Intern

June 2008 - August 2008

- ❖ *Responsibilities included prospect research, maintaining individual member files, creating materials for members or events, scheduling meetings and other similar general administrative duties such as scanning and digital file organization.*

Razi School, Woodside, NY

September 2006 - May 2008

Library Assistant – 20-25 hours per week during the school year

- ❖ *Responsibilities included verifying and keeping records of incoming and outgoing shipments. Organizing the library resources through shelving and straightening of library materials and making them available to users. Performing clerical tasks in the school library system (EZ Cat). Checking to see if returned materials are overdue. Assisting librarian in pulling materials by type, location, or unit of library to which assigned.*

ACHIEVEMENTS/SKILLS

United Nations Association of the United States of America: *Honorable Mention to the delegation representing Iran in the World Health Organization for excellence in diplomacy and performance at the 10th Annual United Nations Associations of the USA Model UN Conference.*

Certificate of Academic Excellence for Arabic, 2005, Razi School

Certificate of Perfect Attendance, 2005/2006 School Year, Razi School

Certificate of Rank Achievement, Nidan (Black Belt 2), 2009, Shotokan Karate, GCI Karate

Skills

Knowledge of the latest Microsoft Windows and Microsoft Office, with a concentration in Excel for Spreadsheets and Outlook. Experience working with ADP RUN, QuickBooks, Plate IQ, Adobe Acrobat DC, Oracle CRM, NCR Aloha, Revel Systems.

Ability to lead and delegate projects, events and tasks with exceptional results. Highly organized and efficient.

Excellent communication teamed with the ability to develop rapport with peers and to manage with consistent and positive results.

Volunteer

Volunteer at the Chinatown YMCA's Annual Summer Festivals

Leaders Club, Long Island City YMCA