

Younus Nabeel Abdullah



I am enclosing a resume for your review in order to seek employment with Your Company in Baghdad, please consider this letter as my formal application presenting my background, education experiences. Thanks for time and consideration.

**Sincerely,
Yonis**

Name: Younus Nabeel Abdullah Abo Al-Kheel
Date and Place of Birth: 17/09/1986 Baghdad.
Marital Status: Married
Email Address: yonis_n_086@yahoo.com
Cell phone number: 00964 7722899040,
Nationality: Iraqi

LANGUAGES

Fluent in Arabic (Mother Tongue) and good with English.

EDUCATION

B.Sc. (Business Administrative) from Turath University in the academic year 2011- 2012, with a grading of (medium).

QUALIFICATIONSSUMMARY

- Good experience with sales and purchases .
- Good experience with marketing.
- Good experience with Administrative.
- Good experience with Logistic.
- Good experience with Microsoft Office Programs Processing.

- Spreadsheet and Database Entry.
- Internal Controls & Cash Management
- Ability to Manage change in a busy environment.
- Ability to work in dangerous situations.
- A practical, logical and systematic approach.
- Creative problem-solving and analytical skills.
- Strong leadership and teamwork skills.
- Close attention to detail and the ability to sort and sift facts, noting Inconsistencies.
- Ability to gather data, compiles information, and prepares reports.

REFERENCES

Up to Request.

CAREER HISTORY

1- **TUV** work as an Accountant :

TUV Rheinland Middle east is a member of TUV Rheinland Group, a global leader in independent testing, inspection and certification services. TUV goal is to be the world's best independent, inspection, Certification, Consultation and Training.

The Job description of an Accountant:

- Preparing accounts and tax returns.
- Administering payrolls and controlling income and expenditure.
- Auditing financial information.
- Financial forecasting and risk analysis.
- Dealing with insolvency cases.
- Examine statements to ensure accuracy
- Inspect account books and accounting systems to keep up to date.

2-Michael Baker: *work as a Admin assistant in Balad Air Base*

Michael Baker International, a global leader in engineering, planning and consulting has been partnering with communities since 1940 to solve their most complex infrastructure challenges with a legacy of expertise, experience, innovation and integrity.

Duties and Responsibilities:

Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.

Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature.

Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.

Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.

Provides and/or oversees provision of staff support to the office, to include handling walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day-to-day problems and situations, and provision of secretarial support.

Provides assistance in the understanding and interpretation of procedures and all documents as supervisor appropriate, and ensures that office operations are in compliance with policy provisions and standards.

Daily distribution all received email and resends it to related department.

Send weekly brief report.

Escort visitors from the Iraqi government and manage their site visit's program and meetings schedule.

Intake new employees and provide them with all equipment and services needed including but not limited to lodging, transportation, and badges.

Arrange and manage all paperwork related to contractors' access to work sites.

Supervise the maintenance of vehicles and machines.

Manage and prepare the mail and work with shipping companies on getting the best rates.

3-Al-Bayadir Group:

UAE Company for foods agents worked as operation manager my duties as below:

_ Customs coordination to release goods into Iraqi borders (Safwan, Trabeel).
_ Transportation of goods is one of my duties and follow up with divers to deliver the goods for the agents (Baghdad and other governorates).

_ Make decisions for solving problems that faced during goods journey (Expire, damaged).

Office Manager for Baghdad Branch :

I was a sales manager and branch manager. I was responsible for increasing sales, created and opened new sales points and other responsibilities related to branch management and employees.

4-ICRC Data Operator: *Worked from Sep 29th, 2016 till July 2018*

General overview:

Responsible for Data entry in the Prot6 database under the supervision of Administrator. Liaise with Prot field colleagues if data received is incomplete or unclear and correct data that is already input in the Prot6 upon noticing the errors.

- Methodical person.
- Capacity to work under pressure with tight deadlines.
- Performs complex data processing on computers,
- Performs internal follow-up of individual cases.
- Carries out basic translation.