

Personal Information:

- Name: Ranjin Tahsin Husain
- Date of Birth: 27/01/1997
- Mobile: 07506335953
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- Erbil - Iraq



Personal Statement

Seeking a long term career with progressive international organizations that offers a responsible and challenging position and to provide me with the opportunity to capitalize my skills, knowledge and leadership abilities.

Education:

Diploma in Accounting

Work Experience:

Sales Assistant

Zain Company

Erbil

01 Nov 2016 – 1 July 2018

Responsibilities:

- Ensure high levels of customer satisfaction through excellent sales service
- Maintain outstanding store condition and visual merchandising standards
- Maintain a fully stocked store
- Ascertain customers' needs and wants
- Recommend and display items that match customer needs
- Manage point-of-sale processes
- Actively involved in the receiving of new shipments
- Keep up to date with product information
- accurately describe product features and benefits
- Follow all companies policies and procedures
- Greeting customers who enter the shop.
- Be involved in stock control and management.
- Assisting shoppers to find the goods and products they are looking for.
- Being responsible for processing cash and card payments.

- Stocking shelves with merchandise.
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.
- Giving advice and guidance on product selection to customers.
- Balancing cash registers with receipts.
- Dealing with customer refunds.
- Keeping the store tidy and clean, this includes hovering and mopping.
- Responsible dealing with customer complaints.
- Working within established guidelines, particularly with brands.
- Attaching price tags to merchandise on the shop floor.
- Responsible for security within the store and being on the look out for shoplifters and fraudulent credit cards etc.
- Receiving and storing the delivery of large amounts of stock
- Keeping up to date with special promotions and putting up displays.

Data Entry Assistant

Alba Company

Erbil

10 July 2018 – November, 2020

Responsibilities:

- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
- Combines data from both systems when account information is incomplete.
- Purges files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures and reporting needed changes.

- Maintains customer confidence and protects operations by keeping information confidential.
 - Contributes to team effort by accomplishing related results as needed.
 - Insert customer and account data by inputting text based and numerical information from source documents within time limits
 - Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
 - Review data for deficiencies or errors, correct any incompatibilities if possible and check output
 - Research and obtain further information for incomplete documents
 - Apply data program techniques and procedures
 - Generate reports, store completed work in designated locations and perform backup operations
 - Scan documents and print files, when needed
 - Keep information confidential
 - Respond to queries for information and access relevant files
 - Comply with data integrity and security policies
 - Ensure proper use of office equipment and address any malfunctions
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Accounting Specialist and Cashier

Alba Company/ DANON

Iraq

November, 2020- Up to Date

- preparing accounts and returns
- administering payrolls and controlling income and expenditure
- auditing financial information
- compiling and presenting reports, budgets, business plans, commentaries and financial statements
- analyzing accounts and business plans
- providing tax planning services with reference to current legislation
- financial forecasting and risk analysis
- dealing with insolvency cases
- negotiating the terms of business deals and moves with clients and associated organizations
- meeting and interviewing clients
- Managing colleagues, workloads and deadlines.
- Work tends to be office based, with working hours often extending beyond the regular nine to five at peak times, such as at the end of the financial year.

Language Skills:

- 1- Kurdish Fluent
- 2- English Good
- 3- Arabic Fluent

Computer Skills:

Good experience user of Microsoft Office (**Word, Excel, PowerPoint and Outlook**).

References:

- 1. Ahmed Sabah Khosnaw
IT Manager at Alba Iraq Company
Mobile: 07504222164
 - 2. Ahmed Fawzi
Finical Manager
Mobile: 07502374452
 - 3. Shaswar jabar
cashier
Mobile: 07503890304
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