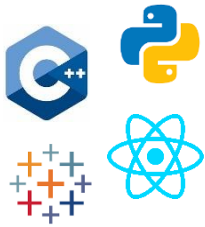# Abdelrahman Abuissa

Location: Ajman – UAE, Mobile: +971569333730, Email: abdel.abuissa@gmail.com

Summary

An energetic, self-motivated, and proactive person who always seeks improvements and to implement new ideas which help in increasing productivity of any given task or job with little to no believe in limitations.

Computer skills

- **Python (knowledge in following main modules):**
  - SciKitLearn
  - Pandas
  - Numpy
  - Matplotlib
  - Plotly
  - RegEx

Knowledge in database software:
- Microsoft Excel
- SQL
- Tableau

Knowledge in other programing languages:
- Javascript - REACT
- C++
- HTML / CSS
- PHP

Skills

- Strong presentation
- Excellent Communication skills
- Excellent Interpersonal Skills
- Detail oriented
- Creative thinking
- Excellent relationship management skills
- Excellent problem solving skills
- Excellent prioritization skills
- Scheduling and time management skills

Work Experience

- **Founder, Spartlic app**   August 2021 – Present
  Ajman, UAE

  Spartlic App Summary: The largest mobile marketing platform for car services providers in the UAE.

  Job Summary:
  - Front-end development for Spartlic mobile app using React Native.
  - Back-end development for Spartlic mobile app using React Native and Parse server (REST API).
  - Quality and mobile app testing.
  - Business development duties, convincing 700 shops to join the app and counting.
  - Marketing and digital marketing duties.
  - Data entry using deep learning OCR and Name Entity Recognition to optimize the process.

- **Junior Accountant (Part-time), Najmat Alameer Used Cars**   October 2019 – May 2020
  Sharjah, UAE

  Job Responsibilities:
  - Prepare and update accounts receivable plus issue invoices.
  - Prepare and update accounts payable with performing reconciliations.
  - Verify the cheque payment received, and update financial reports.
  - Review of expenses, payroll records as assigned.
  - Issue invoices for the sold items, and collect payments against the invoices.
  - Achievement: Developed Journal Entry and Report Entry software (using Python & SQLite).

- **Project Coordinator – Smart Services, Dubai Electricity and Water Authority**   March 2017 – March 2019
  Dubai, UAE

  Job Responsibilities:
  - Prepare reports and memos as requested by the management.
  - Managing calendar, e-mails, and booking of meeting rooms for the team.
  - Assist with the implementation of methodologies, processes, and tools for project.
  - Work with key stakeholders throughout the project life cycle.
  - Support communication and change management activities as needed.
  - Implement project testing in design and development phase with the technical team.
  - Managing Workflows and monitoring items such as tasks distribution and vacation requests.
  - Identify risks, dependencies and incorporate appropriate tasks to ensure success of project outcomes
  - Participate and assist in defining project scope, cost, documents, schedule, and project plan execution.
    - Projects achieved:
      - DEWA Store project, Assigned as Project Coordinator

- **Representative – Customer Services, Dubai Electricity and Water Authority**   April 2015 – March 2017
  Dubai, UAE

  Job Responsibilities:
  - Complete requests by greeting customers, answering or referring inquiries in person.
  - Complete activation of supply procedures to activate supplies to customer's new premises.
  - Acting as a first point of customers representatives.
  - Gather information regarding customer needs, which can help improve DEWA's smart services.
  - Proactively in general office administration such as the ordering of items, arranging for IT set up.
  - Advice and notify the customers about new features of the online account.
  - Handle smart service desk interactions with customers.
  - Work closely with marketing department to attend any external events or any marketing projects.

- **Electronic Archiving Employee – HR, Sharjah Cooperative Society**   Dec 2012 – March 2015
  Sharjah, UAE

  Job Responsibilities:
  - Leaded the team of the section to accomplish the aim of digital transformation of the head office.
  - Scanning Documents and data entry using Kofax Express Software.
  - Storing, arranging, indexing and classifying documents, files and files containers.
  - Training new employees on the technology
  - Supervise the workflow to ensure the outgoing data are error free.
  - Monitoring and coordination of budget and inventory of the section.
  - Update PowerPoint and excel spreadsheets materials for meetings and presentations.
  - Organize and attend monthly meetings, to discuss the operations and workflow of the section.
  - Develop collaborative work relationships within the team and cross-functional.
  - Administrative tasks – printing and filing of documents, expense processing.
    - Achievements:
      - Increase the section productivity 300% by introducing new software (Kofax Enterprise)

Education

Bachelor of Business Administration (BBA) – Accounting and Finance   Sep 2015 – May 2019
City University College of Ajman - Ajman, UAE
- Graduated with a GPA of 3.00.

Diploma Certificate – Banking   Sep 2011 – Jun 2013
Emirates Institute for Banking and Financial Studies – Sharjah, UAE

Volunteering

- Ramadan Aman Volunteer (Distributing food on people in Ramadan) – Sharjah
- Dubai Cares Volunteer (record information for 200 books in Microsoft Excel before distribution) – Dubai
- Event Organizer Volunteer, Sharjah Cooperative Society Cricket Tournament – Sharjah

Personal Information

- Driving License: Holding UAE's driving license for light vehicles
- Languages: Arabic (Native), English (Fluent), Russian (Beginner)
- Nationality: Palestine
- Marital Status: Single
- DOB: 6th October 1993