

Abdelrahman Abuissa

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Summary

An energetic, self-motivated, and organized person with excellent administrative skills, always seeks improvements and to implement new ideas which help in increasing productivity of any given task or job.

Computer skills



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

Projects implemented personally:

- Tasks automation, - Data Analysis

Knowledge in database software:

- Microsoft Excel
- SQL
- Tableau

Knowledge in other software:

- Microsoft Word
- OneNote
- Microsoft PowerPoint

Skills

- Strong presentation skills
- Strong communication skills
- Excellent organizational skills
- Result oriented
- Multitasking skills
- Outstanding team building skills.
- Excellent problem solving skills
- Excellent prioritization skills
- Scheduling and planning skills

Work Experience

- **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.
 - Coordinate and participate meetings and conference calls with all stakeholders.
 - Providing administrative support as needed for the project.
 - Maintaining and monitoring project schedules, plans to ensure the project deadlines are met on time.
 - Acting as a first point of contact for existing and new partners.
 - Undertaking any project tasks as required.
 - Liaise with other administrative, follow-up with signing and approval of all required documents.
 - Gather, and organize documents and data, to ensure the database is maintained appropriately.
 - 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.
 - Communicate with customers via phone, email and chat
 - Provide knowledgeable answers to questions about product, pricing and availability
 - Work with internal departments to meet customer's needs
 - Data entry in various platforms
 - Complete activation of supply procedures to activate supplies to customer's new premises.
 - 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.
 - Advise and notify the customers about new features of the online account.
- **Electronic Archiving Employee – HR, Sharjah Cooperative Society** Dec 2012 – March 2015
Sharjah, UAE
Job Responsibilities:
 - Led 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.
 - Guides and oversees the work of newly appointed staff of the section.
 - Supervise the workflow to ensure the outgoing data are error free.
 - Prepare status reports of the section's operations on weekly and monthly basis.
 - Organize and attend monthly meetings, to discuss the operations and workflow of the section.
 - Administrative tasks – day-to-day management of supplies and equipment for the office.
 - 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), Spanish (Beginner)
- Nationality: Palestine
- DOB: 6th October 1993