


# Malek Abdon



malekatoabdon@gmail.com

+971554912555

 Ras Al Khaimah, United Arab Emirates

 Full-time, Part-time, Contract

## About me

Young Professional I have a passion for finance and accounting and a desire to work for large companies. She graduated cum laude from Lyceum Northwestern University Philippin, with an MBA degree. I had a Bachelor of Accounting with a very

## Experience

March 2019 — now **2 years**

### The Canadian for wood&kitch

#### Managing Director

Appointing, recruiting, training, and evaluating the performance of employees and taking the necessary actions if necessary Develop and review administrative systems, processes and policies, set special administrative goals Company

May 2018 — March 2019 **10 months**

### The Canadian for wood&kitchens

#### Sales Manager

Monitor customer preferences, and have a deep understanding of their needs Solve problems and complaints from customers regarding sales and service Preparing and modifying pricing plans, negotiating well with clients

January 2017 — May 2018 **1 year, 6 months**

### The Canadian for wood&kitchen

#### Public Accountant

Preparing financial reports and analyzing financial statements Collecting and analyzing financial and accounting data, documenting financial movements and records, purchases and sales movements Preparing the necessary financial reports, lis

## Languages

Arabic — Native

English — Intermediate

## Education and Courses

\*Master's - MBA—Lyceum Northwestern University Philippin, \*Bachelor's- Accountant —Khartoum College Technology- Sudan \* Electronic Accounting-Diploma — Sudatel Telecommunications Academy - Sudan

