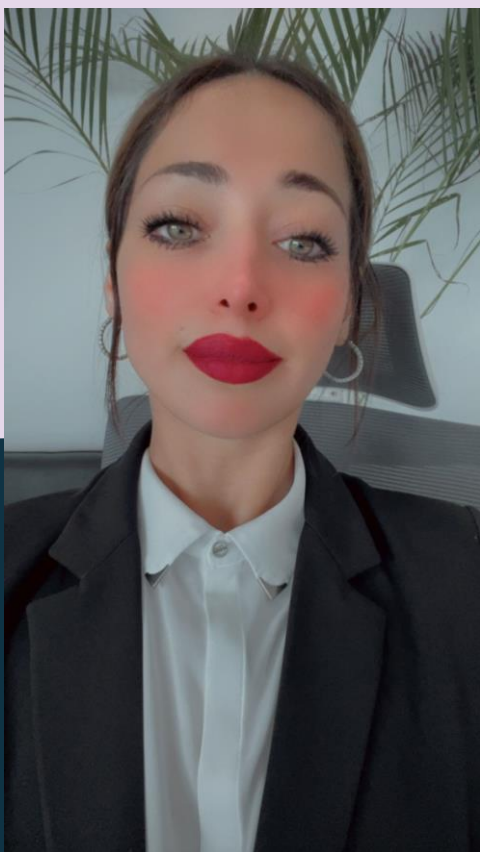




MANAR ABU ABDALLAH

Experience

SEP 2017 – JUL 2019

SENIOR MERCHANT, SIDNEY APPARELS FACTORY

- starting from sourcing and working on samples request which is coming from buyer (JCP) as per their standards and requirements and send it on time for their approval
- Following up with the buyer for the samples approval.
- After getting the approval from buyer on the sample start working on costing.
- Orders follow-up with buyer and factory plan to close as per production and space requirement to meet DCD.
- Ordering Raw material and following up for getting it in-house to meet the PCD & DCD.
- Follow-up and completion for pre-production activities.
- Monitoring the quality of first output of the style and make sure it's same as buyer approved sample.
- Following up with production team to make sure goods will be ready on time for shipping and inspection is getting pass.
- Monitoring the production and line plan on daily bases if any style is getting delayed or coming early.
- Handled a team of 4 members.

AUG 2019 – DEC 2020

ACCOUNTANT, SIDNEY APPARELS FACTORY

- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies
- Entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Brought errors to near-zero in reporting, payroll administration and general bookkeeping.
- Improved efficiency of operations, including data collection, analysis and modeling, to enhance practices and increase customer retention.

JAN 2021 – DEC 2022

HR ASSISTANT, SIDNEY APPARELS FACTORY

- coordinating employee records, assisting with recruitment processes, handling paperwork related to hiring and



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terminations, scheduling interviews, administering benefits, and helping with HR projects as needed.

FEB 2022 – SEP 2023

DEVELOPMENT MANAGER, VISA CENTER

- Analyze and create project scope and milestones for several company initiatives.
- Manage the handling and assigning of daily tasks within the company.
- Hold regular meetings with all departments to ensure open communication and expectations throughout a project.
- Address customer concerns in reference to products, services rendered or employee interactions.
- Actively seek to resolve any concerns while adhering to the company policy and standards of behavior.
- Ensure proper communication concerning changes in established milestones or challenges that may affect the outcome of a project's completion date.
- Communicate and organize with team members to increase the company's outreach.
- Strategize and plan fundraising events.

SEP 2023 – FEB 2024

ENGLISH INTERPRETER, EEPIC INDIA

- Translate spoken passages from Arabic/English and English/Arabic.
- Interpret the oral words.
- Attend conferences and meetings and act as official translator to mediate the discussion.
- Relay concepts and ideas between languages.
- Translate spoken communication to sign language for hearing impaired audience.
- Convert written materials from one language into another, such as books, publications, or web pages.
- Managing waiting lists during busy periods.
- Maintaining cleanliness and organization in the hostess area.
- Handling customer inquiries and complaints with professionalism and courtesy.

EDUCATION

FEB 2017 ACCOUNTING, AL BALQA'A APPLIED UNIVERSITY 87.5

SKILLS

- Bilingual Proficiency
- Active Listening
- Cultural Competence
- Interpersonal Skills
- Time Management
- Adaptability
- Financial Analysis
- Auditing and Compliance
- Software Proficiency
- Continuous Learning
- Proficient in using Microsoft Office and retail management software
- Strong communication and negotiation skills
- Confidentiality
- Technology Proficiency
- Problem-Solving
- Strong understanding of retail industry and consumer behavior
- Excellent visual merchandising skills
- Proficient in inventory management and stock control
- Experience in analyzing sales data and market trends
- Ability to create and execute effective merchandising strategies
- ERP (Enterprise Resource Planning) Software
- Partnership accounting

LANGUAGES

ARABIC

Native

ENGLISH

Native or Bilingual Proficiency