|  |
| --- |
| **Mouna Kaafar – 1850952**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |

******

Summary

* Profile:Female, 22, Married
* Nationality:Tunisia
* Current Location:Abu Dhabi, UAE
* Visa:***Husband visa***
* Preferred Locations:Abu Dhabi
* Salary Expectation:Not Specified/Negotiable

Work Experience

Oct 2015 - JUL 2016

**Tunisia, Sousse**

***Accountant***

* Financial Accounting, which includes closing of monthly accounts.
* Preparation of quarterly Income and Balance sheet schedules.
* Periodic scrutiny of General Ledger, Trial balance, Supplier and Sub contractor ledger.
* Finalizing branch accounts and liaising with statutory audit.
* Verification of BRS, TR and OD Interest and other bank charges.
* Verification of Insurance booking.
* Intercompany reconciliations.
* Communicating with bank for L/C, TR and Guarantees.
* Review and preparing check list for saving finance and related costs.

Nov 2014 - Jul 2015

**OPERA FASHION**

**Tunisia,** **Tunisia**

***Fashion consultant***

* Answer questions regarding the store and its merchandise.
* Compute sales prices, total purchases and receive and process cash or credit payment.
* Demonstrate use or operation of product.
* Recommend, select, and help locate or obtain product based on customer needs and desires.
* Ticket, arrange and display merchandise to promote sales.
* Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
* Greet customers and ascertain what each customer wants or needs.
* Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
* Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
* Describe merchandise and explain use, operation, and care of merchandise to customers.

Jan 2013 - Nov 2014

**Benetton**

**Tunisia,** **Tunisia**

***Sales Associate***

* Assisting customers with orders, maintenance of store cleanliness, and ring up viable customers are some critical duties of a sales associate.
* Assisting customers in finding the correct size of the garments, color, and the general get up are other duties for the sales associate.

Education

Oct 2009 - Jul 2010

**Faculty economics & management**

**Tunisia,** **Tunisia**

*Economics & management,*Bachelor *(BSc/BA),*GPA *2*

Other Certificates

Nov 2011 - Jul 2012

**Degree in Technical Communication** / **center Z,** **Tunisia**

ITS Skills

**Windows & Office tools**

* Computer training course in the Microsoft programs

**Operating systems, Networking & Hardware**

* Maintain records of guests and visitors coming in and going out of the hotel

Languages

Arabic: Fluent

French: Fluent

 English: basic

Comments

Guided by extreme challenge, I am able to confront and perform under any circumstances. Supported by a strong.
Academic background Bachelor of economics and management and more than 5 years diversified experience of sales.
I am able to individually grant exclusive solutions to tasks required in a senior position. Moreover, I am a dedicated.
Team leader with a history of implementing assignments ahead of schedule, Hardworking, trustworthy and highly motivated.

|  |
| --- |
| **Mouna Kaafar – 1850952**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |