

# ADNAN YOUSSEF EL TURK

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Highly motivated and results-driven professional with 5 years of experience in accounting, business development, and project management. Skilled in financial analysis, customer service, team management, and strategic planning. Proven track record of delivering projects on time and within budget and increasing revenue. Strong communicator and problem-solver with a passion for driving business growth.

## **Experience:**

### **Founder, ADINCOM** (December 2022 - Present)

- Developed and implemented a strategic plan to drive business growth, increase revenue and improve profitability.
- Oversee all aspects of the company's operations, including sales, marketing, finance, and customer service.
- Represent the company to external stakeholders, including investors, customers, and partners.
- Continuously monitor and analyze industry trends, competitor activity and market conditions to make informed decisions.
- Ensure compliance with all legal and regulatory requirements.

### **Senior Accountant, Middle East Airlines Ground Handling Cargo Center** (July 2021 - Present)

- Coordinated the full month-end procedure, including preparation of balance sheets and income statements.
- Performed audits on cargo center sales to ensure all steps are followed and delivery orders information are accurate.
- Prepared reconciliations for monthly closings.
- Provided daily checks of documents.
- Ensured and delivered all money received from cargo sales and clients to accounting at HQ.
- Implemented new procedures for receivables that helped the continuous operation of the cargo center.
- Reestablished trust in cargo center accounting from management and HQ.

## **Accountant, Middle East Airlines Ground Handling Cargo Center**

(October 2018 - July 2021)

- Received and checked delivery orders (import & export).
- Matched amount of s/r with import and export delivery receipts.
- Sent monthly sales reports to HQ.

## **Passenger Service, Middle East Airlines Ground Handling**

(June 2018 - October 2018)

- Allocated baggage of each flight based on arrival gate of plane, number of passengers on board and priority of carrier (as per contract agreements) across conveyors.

## **Education:**

- **Bachelor Of Sciences in Banking & Finance, Lebanese American University**, Graduated In 2017
- **Exchange Program in Customer Behavior & Project Management, UC Berkeley**, Completed In 2016
- **French Baccalaureate in Economics & Sociology, Lycee Francais Intl Jeddah, KSA**, Graduated In 2014

## **Skills:**

Arabic - Native Proficiency

Project Management

English - Full Professional Proficiency

Microsoft Office (Word, Excel, PP)

French - Professional Working Proficiency

Negotiation Skills

Spanish - Elementary Proficiency

Public Speaking

Customer Service

Teamwork

Research

Data Analysis

Reconciliations

SQL