

## **Personal Information**

Name: Yosry Abdellah

Gender: Male

Date of birth: Feb, 05, 1989.

Address: 6659 de moss DR Houston TX

City: Houston

Cell: 9043237484

E-Mail: yosryh@yahoo.com

### **Academic Background:**

- LLB Computer maintenance, University of Alexandria in 2005
- 2-Session of the International Commercial Arbitration of Alexandria University in 2008
- 3-Course formats legal proceedings
- ICDL training course for 12 month .
- Course in teamwork and industry projects

### **Administration of Applications and Operating Systems:**

Microsoft. Windows98,,ME,,2000, and,XP.7.8.10 .Excellent Microsoft Office 2010, 2000, XP & 2003....{Excellent Surfing} The web {Excellent}

### **Professional Summary& SKILLS**

- Reliable and adaptable General Labor worker with an agreeable disposition and a stellar customer service ethic. Adept multitasked with abilities to handle a number of workplace responsibilities with
- Accuracy and efficiency. Able to lift and carry heavy objects repeatedly and for prolonged periods of time.
- Can lift up to 100lbs.
- Able to work with little to no supervision.
- Highly motivated and able to lead within a team environment
- Expert with most basic hand and power tools, and some familiarity with complex machinery
- Wide experience in a variety of types of physical labor
- Robust physical stamina for performing strenuous and repetitive tasks
- High ability to follow written and oral instructions
- Strong basic mathematical skills
- Excellent grasp of safety guidelines for a variety of job contexts
- Good oral and written communication abilities
- Having excellent
- Communication skills Administration of Applications and Operating System Dependable Critical Thinking

### **Work History**



**1-Mechanical Technician (Master Hitch Inc) (09/2017) TO (06/2018) 5300  
Glenmont Houston Texas 77081**

installer hitches and helper shop and shipping receiving driving forklift

Highly skilled and dependable with hands-on experience and excellent training to perform service, diagnostics, and repairs on domestic and imported automobiles

Contribute to repeat and referral business through strong problem-solving skills and commitment to top-quality workmanship and excellent customer service

Expertise interpreting technical specifications; provide leadership to other mechanics to increase repair

Participate in continuous training and professional development activities to maintain current knowledge of rapidly advancing automotive technologies. accuracy, minimize lost time, and ensure safety compliance.

**2-Data Entry Clerk ABC Inc Houston tx77075 01/2017 /8/2017**

Entered customer billing data into the computer system.

Responsible for the filing of billing requisitions as well as the retrieval of archived requisitions.

Performed a variety of general clerical jobs.

Responsible for accurate archiving and retrieval of billing requisitions.

**Reference:-** 1- kevin de bruyne 3309373227 supervisor AT

4805032222928550%48050322229285504805032222928550**The J.M. Smucker Company**

2- John Stones 3306823337 supervisor AT Humble

**03- HVAC HELPER (Humble Company) Houston tx (08/2015) to (10/2016)**

helper for Install compressors, evaporators, motors, ducts, and piping as well as mechanical/electrical controls; read and interpret blueprints/diagrams

**04- Material Handler (4805032222928550%48050322229285504805032222928550**The J.M. Smucker Company**) 01/2014/to05/2015(orrville ,ohio)**



Perform daily inspections of lift truck per inspection form Retrieve and store part components for box sets and pallet packs

Assist with set up and tear down of packaging lines Operate shrink wrapper Store finished goods Retrieve and store cartons Make appropriate moves in ASI system Receive empty pallets and deliver to appropriate press locations

Pull finished goods from presses and deliver to train Accurately complete paperwork for transactions Complete store receiving forms operating a forklift safely, and loading trailers via carts or stacking cases on the floor of the trailer

**4-delivery furniture installer ( Savvi Commercial Furniture) (02/2013) to (12/2013) 702 W 18th St Houston, TX 77008**

delivery furniture installer Freight Handlers Receivers unload and load delivering product to general merchandise distribution warehouses and use powered industrial equipment Powered pallet jacks, , Dock stockers as the primary means of removing product from the trailer; however, hand stacking cases of product is an integral and repetitive part of the unloading process. Pack containers in proper boxes and pack on skids, attaching skid tags and other identifying information





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## Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

### PLEASE PRINT

Full Name YOSRY ABDULLAH Date: 09/4/2018  
Home Telephone (90) 43237484 Other Telephone ( )  
Present Address 6659 DEMOSS PK Houston TX 77074  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address YOSRYXH@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: open Salary desired: 10-13  
Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

Are you applying for: Full-time work? Yes  No  Part-time work? Yes  No

Temporary work, e.g., summer or holiday work? Yes  No  From: \_\_\_\_\_ To: \_\_\_\_\_

How did you find out about our open position? (Please check fill in proper name of source):

Referral  Name of Referral \_\_\_\_\_ Newspaper  Job Fair  Agency  Company Website

Other Web Posting  Other Source

Could you work overtime, if necessary? Yes  No  If hired, on what date could you start working? \_\_\_\_\_

*Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.*

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<input checked="" type="checkbox"/>						
PM	<input checked="" type="checkbox"/>						

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: \_\_\_\_\_

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes  No  If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes  No  If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes  No

If hired, can you present evidence of your legal right to live and work in this country? Yes  No

State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes  No



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Your Hospitality Staffing Professionals

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

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Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special:			

## EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

**Are you currently employed? Yes        No        If so, may we contact your current employer? Yes        No**

**Name and Address of Employer** \_\_\_\_\_

**Type of Business** \_\_\_\_\_ **Telephone No. (    )** \_\_\_\_\_ **Supervisor's Name** \_\_\_\_\_

**Your Position and Duties** \_\_\_\_\_

**Dates of Employment: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Name and Address of Employer** \_\_\_\_\_

**Type of Business** \_\_\_\_\_ **Telephone No. (    )** \_\_\_\_\_ **Supervisor's Name** \_\_\_\_\_

**Your Position and Duties** \_\_\_\_\_

**Dates of Employment: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Name and Address of Employer** \_\_\_\_\_

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Your Hospitality Staffing Professionals

Type of Business Body Shop Telephone No. 7139744444 Supervisor's Name Scot  
Your Position and Duties Helper

Dates of Employment: From 11/17 To 6/18

Reason for Leaving: Low Pay

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes        No         
If so, describe: \_\_\_\_\_

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: MON ELSAYED Telephone No. 13309373227

Address: OFFICE OHIO

Occupation: Worker Relationship: Friend Number of Years Acquainted: 4

Name: TONY Telephone No. 61435741507

Address: Bissonet Houston TX

Occupation: Worker Relationship: Friend Number of Years Acquainted: 4

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_



**Please Read Carefully, Initial Each Paragraph and Sign Below**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Cashier Test**

**Score** / 15

- 1) A roll of quarters is worth?  
a) \$5.00  
b) \$10.00 ✓  
c) \$15.00  
d) \$20.00
- 2) A roll of dimes is worth?  
a) \$5.00  
b) \$4.00  
c) \$3.00 ✓  
d) \$2.00
- 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00 ✓  
d) \$2.00
- 4) A roll of pennies is worth?  
a) \$1.00 ✓  
b) \$0.75  
c) \$0.50  
d) \$0.25
- 5) What does POS stand for?  
a) Patience over standards  
b) Percentage of sales ✓  
c) Point of sales  
d) People over service
- 6) What is the current sales tax rate in your city \_\_\_\_\_?
- 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?  
a) \$4.06  
b) \$2.06  
c) \$7.06 ✓  
d) \$5.06
- 8) A customer buys two shirts for \$10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?  
a) \$19.50  
b) \$14.50 ✓  
c) \$9.50  
d) \$4.50
- 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
a) \$6.00  
b) \$8.00  
c) \$10.00  
d) \$12.00 ✓
- 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
a) \$78.50 ✓  
b) \$58.50  
c) \$38.50  
d) \$28.50



**Cashier Test**

**Score** / 15

11) Counterfeit pens should be used on which three denominations?  
a) \$20, \$50, \$100  
b) \$10, \$20, \$50  
c) \$5, \$50, \$100 ✓  
d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?  
a) one ✓  
b) two  
c) three  
d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases? 18

14) What are the acceptable forms of ID for alcohol purchases? 10 ✓

15) How many \$20 bills are in a bank band? 4

