

Name: Kamel Adnan Daoud

Nationality: Lebanese

Date of Birth: 21 March 1990

Marital Status: Single

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Home Address: Beirut, Mazraa, Ibn Khaldoun Street, Shehab El Din Building

Career Objective:

A motivated, adaptable and responsible candidate applying to increase the work experience in the business domain. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn. Hoping to grow with the organization and to perform the best in the task assigned.

Education:

University:

- ❖ MBA Emphasis Accounting Lebanese International University (LIU)

Expected Graduation: Spring 2015

- ❖ Bachelors in Banking and Finance Lebanese International University (LIU)

Graduated: Spring 2012

School:

International Baccalaureate Diploma of Life Science 12.14/20 (percentile: 61%) 2008

Work Experience:

Accountant at DOGMOCH for Aluminum (Since 01-09-2012 till Now)

❖ STOCK CONTROLLER

- ✓ Reception of goods and stock entry on software.
- ✓ Assist in monitoring the receipt, order assembly and dispatch of goods.
- ✓ Perform periodical check up on goods in stock: physical count.
- ✓ Keeping stock control systems up to date and ensuring inventory accuracy.
- ✓ Brief staff on materials to be loaded or on assembly of items to be delivered.
- ✓ Reception of goods to be returned and follow up with Sales Department.
- ✓ Prepare and deliver samples for Sales Team.
- ✓ Preparing regular reports and statistics on a daily, weekly and monthly basis.

❖ SALES

- ✓ Making Sales Invoices
- ✓ Monitoring and Following Accounts Receivable, including processing payments, producing statement of accounts, collections on overdue accounts and account reconciliation when required
- ✓ Maintaining a clear and detailed database of all sales activities as per management requirements.
- ✓ Prepare Several Types of Sales Reports.

❖ Other Tasks (Up On Request)

- ✓ Purchases and following up Balances
- ✓ VAT, NNSF
- ✓ Bank Reconciliation
- ✓ Ready to Work On Financial Statements.

Internship at BLC Bank (2-May-2012 till 12-June-2012)

Worked as a Teller and worked for Customer Service

BLC Branch: Chiah

Valet Parking Services VPS (Since 2008 till 2012)

Worked as a Parking Manager, Cashier, and worked for Customer Services.

Skills:

- Trilingual (Arabic, French, English)
- Computer literacy and Skills (Microsoft Office)
- Work On 3 Types Of Software: ACI (Bee), Dolphin, Software Group.
- Good organizational skills
- Work in accordance with our Customer-oriented policy
- Motivation, quick learning
- Honesty and integrity
- Good communication and teamwork
- Pleasant and respectful relations with colleagues and management

References:

References are available upon request.