

## **DANY MAROUN NAJEM**

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Address: Jdeideh, Esseily Street, Lebanon

### **Personal Information**

Nationality: Lebanese

Date of Birth: July 5, 1994

Place of Birth: Dubai, U.A.E

### **Education**

AOU Antelias 2014-Present

FINANCE Major {3.4 GPA}

NDU Zouk Mosbeh 2013-2014

FINANCIAL ENGINEERING Major

NDU Zouk Mosbeh 2012-2013

FRESHMAN Year

Beirut Evangelical School Rabieh 2010-2012

HIGHSCHOOL Diploma (AMERICAN System)

Al Mawakeb School Dubai 2006-2010

AMERICAN System

### **Work Experience**

#### **Tahseen Khayat Group**

March 2016-August 2016

Junior Receivables Accountant

- Prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Update receivables by totaling unpaid invoices.
- Post customer payments by recording cash, checks, and credit card transactions.
- Maintain accounts receivable customer files and records.
- Maintain up-to-date billing system.
- Enter cash receipts for all TKG companies
- Follow established procedures for processing receipts, cash etc.
- Review sales invoices, packing lists, customer name and signature, items prices and quantities before posting.

- Update customers price levels, address, payment terms etc.
- Assist with preparing customer payment plans, payment history, credit line, coordinating contact with Sales department.
- Assist with performing account reconciliations.
- Reconcile or note and report discrepancies found in records.
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Investigate and resolve customer queries.
- Research and resolve payment discrepancies.
- Follow up with the Sales department on the collection of payments.
- Communicate with customers via phone, email, mail or personally.
- Develop strong relationships with customers and understand customer's Payment and Invoice Verification process.

**Tahseen Khayat Group, Trainee**

February 2016-March 2016

Assisting Payables Accountants

- Enter Checks and Cash payments.
- Reconciliation of statement of accounts with Vendors.
- Filing

**Tele Support International (TSI)-ITG HOLDING** November 2015-December 2015

UNHCR (The UN Refugee Agency) Project

Junior Customer Representative Agent

Part-Time Job

**Crostini Restaurant, Crepaway Group**

September 2014-January 2015

WAITER

**Jack & Jones Retail Store, Training**

December 2013

Sales Associate

**Moustache Retail Store, Training**  
Sales Associate

December 2012

**LIFE Beirut, Nightclub**  
WAITER

May 2012-August 2012

## **Computer Skills**

MS Office, Internet Surfing

## **Languages**

English: Proficient

Arabic: Proficient

## **Hobbies**

Music, Football, Basketball