**Ahmad Mazeh**

Beirut, Lebanon

Personal Details:

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| **Date of Birth:** 26 June 1992 | **Driving License:** Lebanese |
| **Marital Status:** Single | **Mobile:** 0096170828255 |
| **Nationality:** Lebanese | **Email:** mazeh15@gmail.com |

career objective:

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Education:

**SEPT 2011 – JUNE 2014** BScin accounting

 Beirut Arab University, Lebanon

**SEPT 2007 – JUNE 2010** SE Certificate,

Abbaseih High School, Lebanon

Language Ability:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Speaking** | **Reading** | **Writing** |
| * **Arabic**
 | Native | Native | Native |
| * **English**
 | Fluent | Excellent | Excellent |

 Skills

-Strong written and verbal communication skills

- Ability to work with independently or as a part of a team

- Professional with using Microsoft Office Package especially Excel

positions of responsibility

**- Acipac (Côte d’Ivoire) from 06-2014 to 06-2015**

**- Mazeh co. from 07-2015-present**
 Process accounts payable checks and bi-weekly payroll
 Prepare monthly account reconciliation analysis
 Manage electronic funds transfer
 Post and maintain accounting documents in the database
 Ensure invoice payments

References:

Available upon requests