**Ahmad Ahdab**

Ahmadahdab23@gmail.com

TRIPOLI , Lebanon

Haykalieh – Belle-vue

D.O.B: 6-july-1994

0096170204078

Lebanese

Single

***Experience:***

● September 2016 till present: Outreach field at Unicef

Duties:

* Understand and embrace the uniqueness of all individuals.
* Identify and break down barriers that impede children from learning, or families from their full involvement in their children’s education.
* Create and work together on common goals that focus directly on the needs of the community.
* Include in our active membership a representation of all stakeholders including families from the multitude of ethnic, cultural, religious, economic and social backgrounds residing in the community.

● November 2015 till present: Accountant at “United Timber Corporation SINNO”

Duties:

* Finalization of monthly accounts.
* Prepare cost variance reports with budget.
* Check and control invoices issued.
* Cost allocation of expenses.
* Maintain inventory on quarterly basis.
* Deal with customers for recovery.
* Coordinate with the auditors.
* Make reports for the management as per their requirement.
* January -March 2014: Representative of Bank Audi.
* Promote and sell the “spring account” for university students.
* Trainings and internship:
  + October 2015: Training at “Benchmark and Deed” accounting office.
  + May - August 2015: Sales at “Salem Dannawi S.A.L ” for car accessories .
  + July 2014: Internship at Bank of Beirut as teller.
  + August 2014: Internship at Fenicia Bank as customer service.
  + June - August 2009: Supervisor at Al Jawad Trading - Construction Company.

***Education:***

● 2012-2015: Bachelor degree in “ Business Mangement ” – Université Saint-Joseph (USJ).

● 2011-2012 : “ Socio – Economic ”  – Colleges des frères Deddeh.

***Honors and awards:***

* November 2015 to January 2016: Certificate “Computer Software & Hardware” – IECD
* September 2014 : Certificate “First Aid” – Red Cross
* July 2013 : Certificate “Assistant Commander” – Muslim Scout

***Computer skills:***

Software (Format, windows, install programs), hardware (fixing computers and printers), Microsoft office Programs (Excel, Access, Word, PowerPoint), adobe programs.

***Languages:***

● Arabic (spoken-written): Fluent

● French (spoken-written): Excellent

● English (spoken-written): Excellent

● Chinese simplified (reading): Beginner

***Social Activities:***

● Basketball player in “Carmali Club” and “USJ CEULN Club”.

● Football player in “USJ CEULN Club”.

● Kickboxing player with the orange belt.

● A member in “Al Muslim scout”.

● A member in social association “Azm & Saade”.