

## Ali Hani Awada

Beirut, Lebanon

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### EDUCATION

*Feb. 2014 - June 2017*     **Haigazian University, Lebanon**  
Bachelor in Business Administration, Emphasis in Finance

### PROFESSIONAL EXPERIENCE

*Aug. 2017- Present*     **Junior Accounting Specialist, Azadea Group Lebanon**

- General Ledger-Receivables-Payments
- Process ledger and booking entries according to stated procedures so that all transactions are recorded in a timely and accurate manner
- Performs local suppliers, foreign, and bank reconciliations.
- Monitor accounting procedural compliance to ensure that all systems are followed.
- Preparing rent payments, immediate payments, NSSF payments, transportation, and bank transfers.
- Identify, investigate and rectify routine errors and anomalies in input data to ensure accuracy of financial information
- Disburses Petty cash by recording entry; verifying documentation.
- Assisted in the implementation of the Cash Automation System

*Nov. 2016 – Feb. 2017*     **Internship, Bank of Beirut**

- Shadowing and helping bank employees with simple tasks.
- Given a detailed description of all bank services and duties
- Given various case studies to analyze and work on/ Given multiple projects and tests to pass

*Jan. 2014- Nov. 2016*     **Sales/ IT Assistant, CompuHouse**

- Sell and promote digital products to customers/ Follow up with customer complaints after purchase/ cross-selling.
- Help customers with IT problems regarding Hardware & Software/ Teach Interns basic IT problem solving skills.

### EXTRA-CURRICULAR ACTIVITIES

- Haigazian University Desert Streams Club and the Haigazian Business Society
- Private Tutor
- Performed several administrative tasks such as Xeroxing, filing, data entry, organizing, taking calls, and setting appointments for many departments at Haigazian University as a student assistant.

### SKILLS

- Excellent analytical skills, energetic, organized cooperative team member, attentive to detail
- Microsoft Office, Excel, PowerPoint, Access, Outlook, and JDE

### LANGUAGES

Fluent in both English and Arabic (writing, speaking, reading)