

## Personal Information

Email:

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Address:

Lebanon, Jadra.

Phone:

+961 70 015900.

Marital Status: Single.

Nationality: Lebanese.

Date Of Birth: 21 March 1990.

## Skills:

- UNO
- Metatrader 4
- CRM
- Paradox Accounting System
- Microsoft Office Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- AutoCad
- Photoshop
- 3Dmax
- Internet Knowledge
- Social Skills

# Mohamed Ezzeddine

B E I R U T - L E B A N O N

## Objective

A dedicated and self-motivated individual who is willing to learn quickly and add value to your company. Seeking for a position within your organization given the opportunity to apply my knowledge to the growth and continued success of your company. I would characterize myself as a constant learner, a person who relates to people easily, highly adaptive, innovative and focused on meeting company objectives.

## EDUCATION

Arts, Sciences & Technology University in Lebanon (Beirut, Lebanon)

**Bachelor's Degree in Business Administration**

**Banking and Finance. (2013-2016)**

Beirut Modern School (Beirut, Lebanon)

**Lebanese Baccalaureate (Branch Life Science)**

## Work

- **GAPCO** \_ACCOUNTING, AUDITING, INVOICING, AND DATA ENTRY

Beirut , Lebanon

Jan. 2017 – March 2018

Responsibilities:

1. Recording all the transactions concerning the company.
2. Maintain controls over accounting transactions; complete internal audits of transactions as necessary.
3. Reconcile financial discrepancies by collecting and analyzing account information.

Checking up the balance of each supplier and customer and closing it during a short period of time, preparing offers and reports, handling of the invoices and data entry process (purchases order invoices & sales order invoices).

- **GAPCO** \_TELESALES AND TEAM LEADER

Beirut , Lebanon

April 2017 – March 2018

Responsibilities:

1. Distributing the roles through the employees.
2. Direct contact with the suppliers and the customers, checking up the orders with both suppliers (purchases) and customers (sales), and checking up the balance of each supplier and customer and closing it during a short period of time.

- **Ezzeddine** \_MOBILE PHONES SHOP OWNER

Beirut , Lebanon

Feb. 2012 – Jan, 2015

- **Scouts** \_SCOUT LEADER

Beirut , Lebanon

Jan. 2011 – Dec. 2015

- **Malik's Book Store** \_SALES

Beirut , Lebanon

Feb. 2011 – Dec. 2011

- **Liban Park** \_CASHIER

Beirut , Lebanon

Jan. 2009 – Oct. 2009

## INTERNSHIP

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### **-Internship in Federal Bank (June-July 2014)**

**Position:** Teller.

**Duties:** Directly deal with customers as they work at the teller station, handling cash and checks to complete banking transactions, notice and stop frauds like counterfeit money or identity theft, collecting payments, providing balances and account information, resolving customer issues, and at the end of the day, balancing the vault and cash drawers.

### **-Internship in Blom Bank (Retail telemarketing: follow up department for credit cards, personal loans, office loans, and car loans) 5 May 2016 – 5 August 2016.**

**Position:** Follow up for Credit Card department.

**Duties:** Closing client files, preparing Income Statements, Balance Sheets, Owner's Equity, Cash Flow, preparing & proof reading of Audit Report, Tax planning, Financial Audit, translation of Financial statements, Annual Tax filing, employee Tax filing.

### **- Internship in Trust Capital (April 2018-June 2018)**

**Position:** Back-Office Officer

**Duties:** Maintain the general ledger accounts by monitoring journal entry preparation; preparing monthly accruals and entries and reconciling accounts monthly, Commissions – Process monthly commission statements, Input deposit and withdrawal transactions of customers, Reconcile trades/positions between customers and clearing counter parties, Compile daily and weekly reports as per the requirements of the Finance Manager, Monitor client transactions for any suspicious trades, Enable customer accounts upon initial deposit; disable accounts as per dormant account policy, Maintain controls over accounting transactions; complete internal audits of transactions as necessary, and reconcile financial discrepancies by collecting and analyzing account information.

## Languages

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**English:** Basic Knowledge. **Arabic:** Native Language.

## HOBBIES

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Organizing events, camping, playing basketball, swimming, volunteer work, and special interest in the technology field.