**Mona Ajami **

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**TARGET JOB**

* Career Objective: To obtain a significant and challenging position wherein I will learn and excel in finance operation processes. A job that provides me a scope for growth in the finance vertical.
* Targeted Industry: Banking; Finance/Economics; Financial Services

**EDUCATION**

PHD in finance, Lebanese University (still second year)

Master’s Degree in Finance, Université Saint-Joseph de Beyrouth, Date of Graduation: 2014

License of Business & Management, Université Saint-Joseph de Beyrouth, Date of graduation: 2012

Lebanese Official Baccalaureate, Saint-Joseph de l'Apparition, Date of Graduation: 2009

**WORK EXPERIENCE**

**Destinators Company (April 2018- November 2018): Logistics Specialist**

* **Prepare rates and quotations for customers, coordinate the routing of import and export bookings with airlines and ocean carriers.**
* **Prepare all necessary shipping documentation related to international bookings and process all import/ export documentation to clearing agents to include: (HAWBs, MAWB, shipping instructions, Bill of Landings, etc.).**
* **Track and trace shipments, researching and resolving any issues regarding billing or shipping. Investigate and plan the most appropriate route for a shipment, taking in consideration of the perishable or hazardous nature of the goods, cost, transit time and security, arranging appropriate packing, taking account of climate, weight, nature of goods and cost, and the delivery and warehousing of goods at their final destination, arrange insurance.**
* **Fill in controlling reports with all the shipments’ details and daily updates and send it to the upper management on weekly basis.**
* **Coordinate with the accounting department to follow up with clients for all receivables, and at the same time with the agents for all payables.**

**Destinators Company (March 2015 –April 2018): Junior Accountant**

* Provides financial status information by preparing special reports.
* Maintaining financial records by reconciling balance sheet and general ledger accounts.
* Analyzing, reconciling and resolving all employee payroll issues to ensure smooth payroll processing.
* Ensuring that all checks are received and distributed appropriately and on-time at the proper locations.
* Accounts payable duties including receipt of invoices, coding for appropriate expense disbursement, data entry.
* Assisting with company insurance renewals and maintaining files with pertinent policies and documentation.
* Participating in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain a specified level of knowledge pertaining to new developments, and regulatory guidelines.
* Review and approve expenses transfers.
* Reviewing, adjusting, processing and input daily cash receipts into Excel spreadsheets.

**INTERNSHIPS**

**Middle East and Africa Bank (October 2013 – January 2014)**

**Internship includes:**

* **Examine, evaluate, or process loan application**
* **Prepare financial or regulatory reports required by laws, regulations, or Board of Directors**
* **Oversee cash flows or financial instruments**
* **Analyze and classify risks and investments to determine their potential impact on companies**

**Bank Audi (July 2011- September 2011)**

* **Received checks and cash for deposits, verify accounts, and check accuracy of deposit slips**
* **Review insurance policy terms to determine whether a particular loss is covered**
* **Examine checks for endorsements and verify other information including dates, bank names, identification of the person receiving payments and the legality if the documents**
* **Confer with customers by telephone or in person to provide information about products or service and canceled accounts**

**SKILLS**

* **Microsoft Office and Internet**
* Fluent in spoken and written: English, Arabic, and French

**HOBBIES**

Reading, Music, Chess, Swimming

**REFERENCES**

Available upon request