

Tarek Ramadan Resume



Personal Information

Nationality: Lebanese Living in Beirut, Lebanon.
E.: tarekram@live.com Mobile: +961 71 292197
Marital Status: Single

Objective

Accountant graduate with 2 years of experience looking to contribute and develop my skills, knowledge and experience.

Education

- ❖ University: Beirut Arab University
Degree: Master of Science in Accounting
Graduation Date: to be finished in 2020.
- ❖ University: Beirut Arab University
Degree: General Business (Banking & Finance)
Graduation Date: June 2016

Professional experience

❖ Accountant

Mo Geneva (Jewelry Manufacturer Company) a startup business that have a long term view to achieve a high competency.

Date of Employment: June 2018 – Till present.

Location: Lebanon, Beirut.

Experience achieved at MoGeneva:

- ✓ Documents financial transactions by entering account information.
- ✓ Secures financial information by completing database backups; keeping information confidential.
- ✓ Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor cost and provide report about warehouse.
- ✓ Maintains general ledger accounts by reconciling accounts receivable detail and control accounts, analyzing and reconciling retainage and accounts payable ledgers; preparing fixed asset depreciation.
- ✓ Reconciles general and subsidiary bank accounts by gathering and balancing information.
- ✓ Cash Handling

Training Experience

❖ Internship (Trainee in Accounting/Financial duties)

Ruwad Houkoul- Frontiers.Right (NGO) that has two main operating programs: migration and statelessness in Lebanon. **Date:** December 2017 – March 2018.

Experience achieved at Ruwad Houkoul- Frontiers.Right:

- ✓ Documents financial transactions by entering account information.
- ✓ Budget and controlling the budget.
- ✓ Learned about NSSF forms.
- ✓ Communicate and prepares payments for suppliers.
- ✓ Payroll preparation.
- ✓ Handling both bank reconciliation and accounts reconciliation.

❖ Trainee at 3 different Banks

Blom Bank Headquarter: The main work was on data entry of accounts.

Trainee at Federal Bank of Lebanon Credit Libanais: The training was to provide a good knowledge of all bank branch department and providing a final reports of my experience to the training department of the bank.

Skills

- Accounting software (Noria & Silicon)
- Certificate: ICDL (Date of Degree: 2014)
- Microsoft Office.
- Team Work - Team Player.
- Close attention to detail.
- Communication Skills.
- Ability to handle multiple assignments, take direction and responsibility.
- Review of Trial Balance and General Ledger.
- Have a good Cost systems background
- Specialist in the accountancy of jewelry both as inventory or production.

Languages

Arabic – English & French.

Volunteer Experience

Association Name: Lebanese Scout Association

Membership/Role: Rover Member since: 2009 - 2014