

Ali Awada

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Career objective:

Seeking a full-time position in the financial sector at an institution that fosters a competitive and challenging environment. Where I can serve and add value to an organization and establish an enjoyable and prosperous career for myself.

Education:

Haigazian University, Business Administration, Emphasis on Finance

Work/Training Experience:

-Sherkawi Electronics, Beirut

7/2017 to 8/2017

Internship to “Accounting Department”

- Assisting senior accountant in preparing weekly income statements and expenses estimations. Prepared daily journal entries and had access to companies’ balance sheet.
- Gain working knowledge about the receivables policy of the company and the collections procedures.

-Bank of Beirut, Beirut

11/2016 to 2/2017

Internship to “Hands on Banking”

- 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

- CompuHouse, Beirut

1/2014 to 11/2016

Sales/ IT Assistant

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

-Nana Rouch, Beirut

1/2011 to 02/2013

Sales, Cashier

- Receive payment by cash, credit, and checks. / Check end of day balance and compare with average balance and target balance.
- Instruct and lead employees in sales/ Inform manager of complaints and find a quick solution.

Extra-Curricular Activities:

- Haigazian University Desert Streams Club and the Haigazian Business Society
- Private Tutor
- Student Assistant for many departments in Haigazian where I performed several administrative tasks (Xeroxing, Filing, Data entry, Organizing, taking calls, and setting appointments)

Summary of Skills:

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

Excellent analytical skills, energetic, organized cooperative team member, attentive to detail

Microsoft Office, Excel, PowerPoint, Access, and Outlook

References available upon request