



# Oussama Ashkar

## Accounting Management

### EXPERIENCE AFTER GRADUATION

### PERSONAL DETAILS

Birthdate : 19 / April / 1990  
Nationality : Lebanese  
Residence : Mount Lebanon  
Lebanon

### CONTACT

Mobile : (00961)70053052  
Email : oussama194@gmail.com

### ACADEMIC QUALIFICATIONS










#### B.A Accounting

Bachelor of Arts in Accounting Management

#### C.M.A

Certified Management  
Accountant in preparation

### BUSINESS MANAGEMENT SOFTWARES

-  Infor SunSystems
-  Oracle Opera PMS
-  Oracle Material Control
-  Micros System
-  Acriba Payroll System
-  Microsoft Outlook
-  Microsoft Word
-  Microsoft Excell
-  Microsoft Powerpoint

#### Credit Manager at CasaBlanca Grand Hotel

Jeddah - Saudi Arabia

5 STARS

2016 - 2018

- Revising the work of the:
  - \_ Night auditor
  - \_ Income auditor
  - \_ Accounts receivable.
- Payroll of 300 employees
- Issuing hotels invoices
- Administrating credit limits for client companies and signing contracts with new companies.
- Preparing daily cash reports
- Accomplishing the following reports:
  - \_ Bank reconciliation
  - \_ Accounts receivable aging
  - \_ Daily credit cards income
  - \_ Companies statement balances
  - \_ Accounts payable statement for touristic companies

#### Procurement Manager and Cost Controller at E.F.S

2015 - 2016

- Controlling the stock and responsible for two Store keepers.
- Responsible for the logistic work.
- Shipping our goods to other countries.
- Purchasing with a certain budget
- Improving the image of the business by green ideas i worked on and applied.

## PERSONAL PROFILE

I am an ambitious creative person that believes to have future potential and holds a never-ending ambition to reach better places. I have a fresh mind and clear thoughts that make my performance high, Enthusiastic about doing work in the right way, and able to communicate very effectively with teammates and clients.

Although I am calm and quiet as some might say, they assure that I am assertive and confident, I am always energetic and determined to get where I want but at the same time dynamic and flexible.

I am very good in analysis and critical thinking, and tend to be very friendly and supportive to others because I believe that the working place should be a pleasant playground not a gruesome prison, quoting: **(Enjoy your job and you won't have to work anymore day in your life)**

Finally, I believe that I have the necessary power to maintain a good job for a life time, a person for sure is in a continuous search and run to find that decent job that thinks he might settle in.

## EXPERIENCE BEFORE GRADUATION

### Accounting & Archiving at Ain Wazein Hospital

5 STARS

2013 - 2014

- Helping in preparing reports, budgets, plans and financial statements
- Administrating payrolls.
- Analysing monthly financial accounts.
- Archiving old medical reports on the system and getting rid of paper work.
- Selling old X-Rays to companies that take the silver out of it.
- Selling used papers to companies which have a positive impact on the environment.
- Categorizing and Organizing the Medical Record Room

### Store Manager at Mir Amine Palace Hotel

5 STARS

2012 - 2013

- Supplying all departments of the Hotel with necessary items for operation.
- Analysing consumption by departement
- Responsible for two store workers
- Meetings with suppliers

## PROFESSIONAL SKILLS

- Well educated.
- Accounting and finance background.
- Excellent on computers
- Microsoft Office courses (Word, Excel, Power Point)
- Experienced in customer service.

## PERSONAL SKILLS

- Excellent in speaking English and Arabic. Beginner in French and German.
- Able to work under pressure.
- Good communication skills.
- Good negotiation skills.
- Knowledgeable.
- Organized.
- Practical.
- Quick Thinker.
- Resourceful.
- Creative.
- Patient.
- Excellent in analysis and critical thinking.
- Chess player.

## ACTIVITIES

- Participated in the Scouts at a young age.
- Volunteered in multiple Non-governmental institutions.
- Member of the (Green Party Lebanon) a known party that aims to attain a healthy Ecosystem.
- Member of the (Chouf Biosphere Reserve) which aims to save the last Cedars in the world.

## POSITIVE ATTRIBUTES

Thinking outside the Box

## NEGATIVE ATTRIBUTES

If I knew them,  
I would have changed them

### Accounting and General Cashiering at Mir Amine Palace Hotel

5 STARS

2010 - 2011

- Responsible for three cashiers of the three restaurants in the Hotel.
- Accomplishing daily cash reports for 24 rooms and 3 restaurants
- Summing up a daily report from all cashiers then making a bank deposit.

### Sales at Bakery

2008 - 2010

- Maintaining current market
- Daily visits for new markets
- Making new product ideas
- Producing a daily sales report

### Jobs on the margin

Personal computer maintenance and fixing

- Network marketing
- Partner in a known shopping website
- Online stocks trading

### NOTE

I am a go getter and dynamic person. I try to make things happen for myself rather than just wait for them to come along.

That's why I offer working for a month without Pay, just to prove that I'm worth it.

99 Doors might close and 1 will open,  
I'm interested in that single door and hope it's yours...