

CHAFIC WAZEN

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PROFILE

Responsible, pro-active and keen-to-learn Business Administration graduate with good communication and organization skills. Long term plans include establishing a thorough understanding of the business market landscape and outlook, and fostering my business development skills to progress into business development managerial position.

EDUCATION

- **Bachelor of Business Administrative - Major: Finance** **2013 - 2018**
Lebanese University, Faculty of Business Administration and Economical Sciences, Ashrafieh- Lebanon
- **Lebanese Baccalaureate with emphasis General Sciences**
Ashrafieh Public School - Lebanon

WORK EXPERIENCE

2017 – 2018

Accounting
Wakilni (delivery company)

- Supervising all the delivery department in terms of following up all drivers on daily bases and collecting cash from them then creating cash boxes to the clients and following up that the cash is well delivered
- Processes invoices and purchase order
- Prepare and send notifications of payments past due
- Maintain the entire filling system for the accounting department
- Checking the online bank on daily bases (ccm, transfers..)
- Communicating with clients regarding cash collections and pending orders
- Analyzing customer account to determine whether it is considered delinquent

2014 - 2017

Waiter at Zaatar W Zeit
ABC Ashrafieh

INTERNSHIP

June - August 2017

Procurement Department
Switch Group s.a.l.

SKILLS

- Good research skills
- Proficient in Microsoft Office Suite including, Word, Excel and PowerPoint
- Proficient in squirrel and address systems
- Fluent in Arabic and English

ACTIVITIES

- Swimming and Basketball