

MAZEN ANTAR

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OBJECTIVE:

To obtain a job in the business administration field that seek to trigger the learning experience and Invest in the professional work life.

EDUCATION:

09 2011 - 06 2015 **Beirut Arab University** **(Beirut, Lebanon)**
B.A. in Accounting

- Coursework: Intermediate Accounting, Cost Accounting, Managerial Accounting, and Financial Management.
- Training: HRM (Training Program at Bank Audi), Tax Accounting (Lebanese Tax System & NSSF).

2010 **Lebanese Baccalaureate S.E** **(Saida, Lebanon)**

WORK EXPERIENCE :

06 2018 – Present **AL-Sultan Food Stuff Co.** **(Beirut, Lebanon)**
F&B Wholesale distributor in the Lebanese market.

Accounts Receivable

- Preparing weekly Ageing reports to follow up on Collection with customers and sales team.
- Conducting and implementing annual customer's contracts.
- Working on monthly sales target with company management to reach higher market share each quarter.

04 2017 – 12 2017 **TYCONZ** **(Beirut, Lebanon)**

SAP Gold Partner in the MENA region.

HCM Functional Consultant SAP

- Executing customers HR reports as; payroll, NSSF & TAX calculations and workflow of organization on SAP.
- Handling TYCONZ HR Implementation projects at Support stage, and Implementing one project on HR add on.

05 2016 – 06 2018 **Synkers** **(Beirut, Lebanon)**

A university graduates App. created to meet students with professional tutors to facilitate course materials.

Private tutor

- Teaching university students business administration courses.

09 2015 – 10 2016 **BedRock** **(South, Lebanon)**

Business organization Work in supplying Lebanese market with African natural charcoal.

Sales Representative

- Optimize new clients and provide current customers with offered packages to reach best profitable results.
- Managing the sales reports with business partners to find new territories and reach sales targets.

SKILLS & QUALIFICATIONS

Accounting Software: Oracle, SAP.

Computer Skills : MS Office.

SOCIAL ACTIVITIES :

2012-2015	Junior Chamber International - JCI	(Saida, Lebanon)
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2015 JCI Sidon Acting President

- Weekly meeting with Sidon chapter local board to insure annual projects; Fund raising, Occasions events, and donation projects are planned.

2014 JCI Sidon Business Development

- Assigned to be one of four Lebanese Judges at JCI Global local chapter's annual awards.
- Part of the Organizing team of 2013 - 2014 JCI Sidon annual Camps.

2013 - 2015 JCI Sidon Treasurer

- Through three of JCI Lebanon officers we Conducted MOU agreement with Beirut Marathon Association BMA.
- Reporting to JCI headquarters chapter financing documents, and JCI national board end year financial statements.

SEMINARS :

09 2016	WHPDA	(Saida, Lebanon)
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Accounting for Accountants

*Within 8-Days (16 practical hours) Mr. Mohammad Zeid Owner of Accounting & Audit firm covered:
- Accounting principles, Journal Vouchers, Chart of accounts, Trail balance optimization, and P/L statement.
- Trained on Accounting software procedures in Inventory, Receipts, Posting, and General Ledgers.

06 2015	Business Finance Club - BFC	(Beirut, Lebanon)
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The Definitive Guide to Taxes and NSSF

*During 4-Days (18 practical hours) Mr. Sami Mikati (LACPA) focused exposure on the following topics:
- Definitions of Wages and Salaries tax, National security Fund (NSSF) and Value Added Tax (VAT).
- Practical Computations of VAT, Income Tax, Wages and salaries Tax, and NSSF Contributions.

2013-2017	Seminars/Workshops	(Beirut, Lebanon)
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JCI Beirut Business Forum

Self-management, Emotional Intelligence, Decision Making, Negotiation and communication skills.

2014	British Council	(Bkassin, Lebanon)
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Active Citizenship Camp.

REFERENCES AVAILABLE UPON REQUEST
