

# MAHMOUD ABOUD

## Accounting & Collection Officer

Persuasive Communicator with a financial mindset characterized by integrity, hard work and call to action

Lebanese University, Bachelor's Degree in Finance 2018 | +96176080743 | [abboudmah22@gmail.com](mailto:abboudmah22@gmail.com) | Beirut, Lebanon

DETAIL ORIENTED | INTERPERSONAL COMMUNICATOR | KEY ACCOUNT FINANCIAL MANAGEMENT | CUSTOMER SATISFACTION

A 1-year old graduate where my passion to prove myself as a productive caliber has led me to succeed and gain credibility in the internships I did. Whether in accounting or collection, I have proven track record of achievements. Adept in managing customers and advising them on their financial situation by recommending reasonable solutions and action plans. Exemplary in focusing on details, reconciliation of invoices, managing accounts payable, receivables and income statements to maintain accurate records.

### Skills

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|------------------------------------|--------------------------------|------------------------|
| • Financial Accounting             | • Data Analysis                | • Analytical Skills    |
| • Management Accounting            | • Execution Excellence         | • Problem Solving      |
| • Information/Records Admin        | • Initiative and Enthusiasm    | • Customer Service     |
| • Financial Planning and Budgeting | • Customer Relation Management | • Communication Skills |

### Internships Experience

#### ASSAHA VILLAGE-Beirut, Lebanon:

Aug018-Dec018

*Lebanese Traditional Restaurant & Village*

#### Junior Accountant:

Responsible to manage all the financial transactions of ASSAHA VILLAGE.

- **Integrity:** Ensured all financial data and information is maintained with confidentiality at all times as per policies
- **Detail Oriented:** Verified calculations and entered data on vouchers, checks and cash; ensured all financial data is entered into the accounting system in an accurate and timely manner.
- **Financial Acumen:** Prepared financial reports, income statement balance sheets, and financial data analysis.
- **Analytical Skills:** Collect, categorize, calculate verify and enter date to maintain accurate records.
- **Customer Management | Organization Skills:**
  - Reconciled invoices to purchase orders and bill customers.
  - Managed accounts payable and accounts receivables.
  - Maintained physical files and documentation thoroughly and accurately to allow for easy retrieval of the required documents.
  - Maintained a track of all documents correspondence including incoming and outgoing mail to and from the Department.

#### BLOM BANK-Beirut, Lebanon

May018-Aug018

#### Credit & Collection Officer

LISTENING SKILLS | EMOTIONAL INTELLIGENCE | CRITICAL THINKING | TIME MANAGEMENT | DECISION MAKING | ACHIEVER

Responsible to follow up customers with outstanding payments. Perform regular operational and admin duties of department that includes daily processing of the accounts and reporting. Compile the statistics and reports to be reviewed by management

- **Negotiation Skills:** Negotiated pending payments with borrowers and resolved their problems
- **Customer Management:** Recommended solutions, actions and payment plans to customers and sorted it out.
- **Computer Skills:** Gathered information and prepared statistical/narrative reports using Excel & Access.
- **Result Oriented:** Achieved the daily target and awarded a certification. Conducted an average of 200 calls/day.
- **Daily Reporting | Detail Oriented:** Recorded information on financial status of customers and collection.

#### SMART CORE GROUP-Beirut, Lebanon :

Feb018-May018

## Key Account Sales Executive

**SELLING SKILLS | COMMUNICATION SKILLS | PERSUASIVE SKILLS | NEGOTIATION SKILLS | SOLUTION PROVIDER | ACHIEVER**

Responsible to promote and sell the company products. Sales and Lead Generation. Daily Reporting of Prospect customers

- **Result Oriented:** Overachieved sales by 33%.
- **Lead Generation | Presentation Skills:** Took Managed appointments from customers and presented the value of the business providing solutions for their problems.
- **Communication Skills:** Promoted several products including software and hardware systems as well as social media advertising services.

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### Certificates

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| • Intro to Banking  | • E-Commerce Certificate | • Positive Psychology |
| • Branding Workshop | • Accounting Certificate | • Nutrition Workshop  |
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