

Tarek Ramadan Resume



Personal Information

Nationality: Lebanese
Living in Beirut, Lebanon
Marital Status: Single
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Objective

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company. By obtaining an Accounting/Financial position where I will be able to contribute my skills, knowledge and experience to a company that will give me an opportunity to develop my career.

Education

❖ Degree: Masters of Science in Accounting

University: Beirut Arab University

Location: Lebanon – Beirut

Graduation Date: To be finished in 2020

Topic of thesis “*The Impact of Cultural Values on The Financial Reporting Quality: The Comparability of Financial Statement*”.

❖ Degree: General Business (Banking & Finance)

University: Beirut Arab University

Graduation Date: June 2016

❖ Other Degrees or Certificate: International Computer Driving License “ICDL” (Date of Degree: 30-Jan-2014).

Experience and Training

❖ Accountant

Location: Lebanon, Beirut.

Date of Employment: June 7, 2018.

Dia Donna S.a.r.l (a sister company for Abdul Samad Al Qurashi) is an advertising and marketing Company in which it provides its main service of graphic designs and other services to Abdul Samad Al Qurashi, Oud Milano and others top Brands.

Mo Geneva S.a.l (Jewelry Manufacturer Company) a startup business that have a long term view to achieve a high competency.

Experience achieved at Diadonna/MoGeneva:

- ✓ Knowledge in Inventory and Production process.
- ✓ Specialist in the accountancy of jewelry both as inventory or production and overall knowledge of Jewelry industry.
- ✓ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ✓ Documents financial transactions by entering account information.
- ✓ Secures financial information by completing data base backups.
- ✓ Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor.
- ✓ Prepares special financial reports by collecting, analyzing, and summarizing account information.
- ✓ Recording cost information for use in controlling expenditures.

❖ **Internship** (Trainee in Accounting/Financial duties)

Location: Lebanon, Beirut.

Duration: Since December 2017 – March 2018.

Ruwad Houkoul F.R (NGO) that has two main operating programs: migration and statelessness in Lebanon.

Experience achieved at NGO Rouwad Al Houkoul:

- ✓ Documents financial transactions by entering account information.
- ✓ Budget and controlling the budget.
- ✓ Major Lebanese NSSF tax works.
- ✓ Prepares payments and communicate with suppliers.
- ✓ Payroll preparation.
- ✓ Handling both bank reconciliation and reconciliation of account.

❖ **Trainee at 3 different Banks**

Location: Lebanon, Beirut.

Blom Bank Headquarter: The main work was on data entry of accounts due to a project they were working on it to change the location of one branch to another.

Trainee at Federal Bank of Lebanon and Credit Libanais: The training was to provide a good knowledge of all bank branch department and providing a final reports of my experience to the training department of the bank.

Accounting System

- Noria accounting Software provided by EDM Company
- Silicon accounting Software

Skills

- Microsoft Office
- Team Work:
 - i. Accomplishes the result by performing the duty.
 - ii. Contributes to team effort by accomplishing related results as needed.
 - iii. Capabilities to do multitasking job and being under pressure.

Volunteer Experience

Association Name: Lebanese Scout Association

Membership/Role: Rover

Member since: 2009 - 2014

Statement

Albert Einestian once said “Try Not to Become a Man of Success. Rather Become a Man of Value.” Therefore, I’m putting it as a target to provide my working values to each company that I work at, or I’ll be part of it one day.