
AHMAD RAMADAN

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PROFESSIONAL SUMMARY

Knowledgeable Assistant Manager experienced with meeting sales goals tracking inventory and using MS Office Suite applications as necessary to track relevant data. Adept at customer relations and staff supervision. Specialize in Accounting. Competent, Motivated and Enthusiastic with experience of working aspart of a team in office environment.

SKILLS

- Database Management and Monitoring Inventories
- Social Media knowledge
- Effective Communications Skills
- Excellent knowledge of all Microsoft Office packages
- Organizational, Administrative and Analytical
- Distributing Duties and Team Work Enhancing

WORK HISTORY

♦ Assistant Manager _ Junior Accountant _ Stock Supervisor, 02/2013 to Current
Solnor Group – Jnah, Beirut

♦ Accountant, 01/2011 to 09/2012
Salameh Ceramica – Beer Hasan, Beirut

DUTIES

- Issuing invoices, receipts and statements; credit notes, checks and transfers
- Daily entries of sales, purchases, expenses and payments
- Maintain physical copies for filing and archiving
- Follow up with clients for statement revision
- Prepare monthly reports, expenses, follow ups, monitoring, reconciling and counseling
- Assist in preparing monthly/yearly closings and payroll preparation
- Monitoring inventory and supervising the delivery process
- Responsible for purchase orders, office needs and ordering supplies as necessary
- Owner's Private Accounts Manager and profit Analyzing
- Salesmen profiles checks plus sales commission tables
- Several consults with the managing team to achieve the expected goal with the best plan

EDUCATION

♦ TS-2: Accounting, 2013
Al-Afak Institute - Sfeir, Beirut

♦ TOEFL - Jetset L-III: English Courses by The British Council , 2010
Al-Afak Institute - Sfeir, Beirut

♦ BT-3: Accounting, 2010
Al-Afak Institute - Sfeir, Beirut

EXTRA

Principles of Networking training by Lyndon Biernoff, organized by JFME Oct.2017

Qualities of Leadership training by Lyndon Biernoff, organized be JFME Feb.2018