



Ramy El Masry

Date of birth: 01-12-1988

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Address: Lebanon, Salima-Mount Lebanon

Objective:

To get a challenging financial or administrative job in a reputable company that gives me the opportunity to improve myself and develop my skills, as well as contributing to the welfare of the organization.

Work Experience:

MAC Engineering & Contracting, Beirut: Accounting Department Coordinator (August 2010 - present)

Coordinating the activities of the accounting department, data entry, preparing contractors and labors schedules, reconciliation. Responsible of dealing with subcontractors, handling payroll and accounting tasks at the company (Treasurer, supplier statement, payment voucher checks, cash purchases, payment voucher cash, employee schedule payments)

A.P.T.C Republique de Guinee: Accountant (February 2012-May 2012)

Handling company accounting, payment and HR tasks (preparing salaries, labors contracts, purchases, machines schedules...)

COOP du Liban Salesperson (July 2009-June2010)

Receiving and arranging products in the showroom, maintaining stock supplies. Providing sales and customer service.

Credit Libanais Bank Training (August 2008)

Rotation in all branch departments (Teller, CRA, customer service supervisor, Deputy Branch Manager)

Education:

Sagesse University, Tehwita Bachelor in Business Administration & Finance (2010)

Graduated with distinction Ranked fourth among business graduates.

Saint Anthony's college, Hammana Life science (2006)

Skills:

Computer: MS Office Applications (Word, Excel, Access, Power point), Equal (Accounting Application)

Languages: Fluent in French, English and Arabic.

Hobbies &Volunteering:

Volley-ball, Basket-ball, and Motor sports.

Red Cross Volunteer Team Leader (2013 – present)

Attended and passed “ LRC Cadres Training of Leadership and Management”

ATCL Safety Team (2011 – 2013)

References: Available upon request.