



Ahmad Moussa

15 Kinnarit Street • Ghazieh Saida • Phone: +96171285675 • ahmad.rmoussa@hotmail.com

Business Manager - USJ Graduate

- To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.
-

Skills

- Strong networking skills
 - Presentation skills
 - A “work hard, play hard” approach
 - Analytical abilities
 - Team player
 - Energetic
 - Excellent research abilities
 - Great at interpersonal communication – effective coordinator, excellent verbal and written communication skills
 - Upbeat personality
-

Professional Experience

FRANSABANK

trainee, July 2016 to September 2016

Assisting in Operation and Commercial Sections

Selected Accomplishments:

- Cash deposits and withdrawals
- Checks operations, inward and outward transfers
- Forex transactions
- Payment of bills
- Opening of accounts
- Plastic cards / Bancassurance Products / Call center
- Consumer and Housing Loans
- Letters of Guarantees
- Commercial Loans

Reference: Mr. Samer Ghaddar (Branch Manager) +96170315054

Jubaili Makarem Group Offshore

trainee, June 2017 to October 2017

Handling multi Tasks in Beirut Office***Selected Accomplishments:***

- Prepare and check Purchase Orders for Local and Foreign Vendors
- Compare Price List of Vendors with New PO and report Variances
- Various Data entries using AX Dynamics Software: Journal Vouchers and Payments
- Creations of New Customers in Account Receivable Model, Vendors in Account Payable Model
- Assisting Human Recourses with Payroll Entries
- Entering of Bills of Materials BOM into System
- Checking Clients Bills and Compare with Official Price Lists

Reference: Mr. Wissam Khoury (Branch Manager) +9613807870

Mr. Mohamad Ibrahim (Financial Controller) +9613794229

Societe Camerounaise d'Importation Generale - Numero UNO (Zara)

Branch Manager, Cameroun-February 2018 to December 2018

Selected Accomplishments:

- Manage the development & retention for team efficiency
- Monitor & support Customer service action plans
- Analyze sales trends, establish daily goals to meet monthly budgets and exceed them
- Process Payroll for employees
- Managed staff off 15 employees
- Managed stock and shipment preparations
- Assigned employees to specific duties to best meet the needs for the store
- Lead & Kept high level of motivation
- Interviewed job candidates and recruitment
- Hired, Trained and evaluated personnel in sales and marketing
- Counted cash drawers and made bank deposits then necessary Entries on System Sage
- Conducted store inventories once per quarter
- Responded of safety and loss prevention incidents
- Organized in-store promotional events (video clips.)
- Promoting Company Goods Through Social Media, Facebook Pages and Others.
- Pricing and managing Sales Occasions.

Reference : Mr. Sami Baker (Directeur Generale) +237699999944

Technology

Software: Dolphin, Dynamics AX, Sage , MS Office (Word, Access, Excel, PowerPoint)

Education

University Saint-Joseph *de* Beyrouth USJ

Business Management, 2017

- Major: Business Management
- Graduated in 2017

Lycee Officialle De Maghdoushe

Life Science Degree, 2013

- Major: Life Science

Language

- French: Fluent Speaking and Writing
- English: Good Speaking and Writing

-
- **Available Upon Request**