



**Ali Kassem Darwish**

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**Beirut - Lebanon**

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**Single**

**Lebanon**

**DOB: 7/12/1992**

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### **OBJECTIVE**

I am looking for a position in the banking sector that would offer me new challenges and responsibilities to which I can invest my education, skills, and enthusiasm while contributing to the success and growth of the institution I will be working for.

### **EDUCATIONAL BACKGROUND**

**2011 - 2015**

**Lebanese International University,Beirut, Lebanon**

Bachelor in Business Administration - Banking and Finance – with “honor”

**1995 - 2010**

**IbnSina Institute - Beirut, Lebanon**

Lebanese Baccalaureate 2-Sociology and Economy

### **Employment History**

**September2017-present**

**Aramex-- Credit Officer**

- Updating accounts receivable and issue invoices
- Follow up with customers, and negotiate payment arrangements with them
- Handle customer complaints and take appropriate action to resolve them
- Sending customers the needed statement of account and invoices
- Assist senior accountants in the preparation of monthly/yearly closings
- Corrects errors by posting adjusting journal entries
- filing and other tasks
- Keeping track of assigned accounts to identify outstanding debts
- Update account status and database regularly
- Reconcile financial discrepancies by collecting and analyzing account information

**June2017-September2017**

**Blom Bank - Collection Department**

- Make phone calls asking customers to pay their unpaid bills
- Communicate with employees' branches to settle the paid amounts
- Helping customers by giving them information regarding their accounts

**September2016 -December 2016**

**BANIN Charity Association - Intern**

- Worked with the various departments of the company including marketing and finance departments
- Monitored and recorded company operations using Excel
- Performed general office duties and administrative tasks
- Liaised with beneficiaries of the donations granted by the association
- Scheduled client appointments and maintained up-to-date confidential client files
- Shadowed the chief accountant and gained an understanding of processing financial transactions

**March 2016 - July 2016**

**Azadea Group - Stock Keeper**

- Received shipments
- Double-priced items
- Categorized items by type, size, and color
- Occasionally provided customer service
- Performed monthly inventories and submitted reports to the store manager

**SKILLS**

**LANGUAGES**

English: Good command (spoken, read, and written) – currently enrolled in a Communication Skills course at the English Language Academy

Arabic: Native tongue

**COMPUTER**

Microsoft office (Word, Powerpoint, Excel)

IC<sup>3</sup> Courseware Certification

**SKILLS**

- Ability to work independently and interdependently in a dynamic environment
- Highly committed to building professional spirit for productivity and high profile quality of services
- Ability to communicate, motivate and interact positively with other members
- Strongly involved in problem solving, planning and organizing
- Ability to handle stressful work conditions including long workhours

- Good team player
- Efficient, detail-oriented, and organized

### **INTERESTS**

Traveling, socializing, swimming, and reading regulatory circulars and Laws issued by the Central Bank of Lebanon