

# Ali Balhas

Beirut, Lebanon

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**Birthday:** 29/03/1992    **Nationality:** Lebanese



## Personal Profile

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I am a graduated from Saint-Joseph University, specialising in faculty of administration and management. During my 3 academic years, I made several projects that covered topics such as management, marketing, accounting, and company and business law. As well as university projects, I was also able to get a two month internship in the bank. This has helped me improve my current skills and gain new ones that will be helpful in the work field.

## Education

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[2018 – Now]	[Master in Accounting and Auditing]	[Lebanese University]
[2012 – 2015]	[License Administration and Management]	[Saint-Joseph University]
[2007 – 2010]	[Secondary Study]	[Abbassieh High School]

## Training & Experience

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[01/08/2016 – 31/12/2018]      [Company]      [Balco For Construction Materiels]

I was an accountant for 11 months in the company, working on a special accounting system "MINERVA". In addition, I was a supervisor; my role was also to watch the work of the other employees. Finally, I enhance my communication skills as i was in direct contact with the clients.

[03/11/2015 – 31/03/2016]      [Company]      [Balasco Trading Comercio Geral LDA]

My main role in the company was the accounting through a special account system. Other role was to supervise the work of the employees, which consisted of overseeing their role in dealing with the stock. I was also given the role of supervising all the sales operations. This role had helped me improve my supervision and also communication skills, which is a universal skill that can be useful in many different work fields.

[01/08/2014 – 20/09/2014]      [Bank]      [Bank Beirut And Arab Countries]

My role was mainly to familiarise with the bank and the role that each staff had to play. During the internship I learnt the process of each procedure, for example, making a deposit or

withdrawing money. I was also able to learn the steps it took to make a bank account, for example filling out a KYC form. I also had the opportunity to understand the rules and laws behind taking out a loan. For example when taking out a loan from the bank to purchase a property, it will belong to the bank until the loan is paid off. A more complicated matter that I was able to familiarise with is the rules of interest.

## Skills

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### **Organisational skills:**

As part of my role as a supervisor, I was able to gain excellent organisational skills.

### **Team player:**

I have been able to participate in team work, which has helped practice my team working skills.

### **Communication:**

During my time in university and my internship, I was able to constantly practice my communication skills which has helped me practice it at a high level.

### **Commitment:**

I am a committed member of the work team, and is always aiming to achieve aims and goals.

### **Computer and IT Skills:**

Microsoft Office: Word, Excel, PowerPoint, Access (**database**).

### **Language:**

Fluently bilingual in Arabic and French

Good in English

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