

# DAVID MAROUN OJEIL

**Date of Birth** 15 May 1985  
**Nationality** Lebanese  
**Status** Single  
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## EDUCATION

2019 – Present **American University of Science and Technology (AUST), Beirut Campus**  
MBA in Accounting

2002 – 2006 **Lebanese University, Sidon Campus**  
BA in Geography

1999 – 2002 **Jezzine Public High School, Jezzine**  
Lebanese Baccalaureate – General Sociology and Economy

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## CAREER SUMMARY

Jan 2015 – Present **Soft Flow (full-time job), Jdeideh (working hours 8:00 – 17:00)**  
***Accountant & Licensing Specialist***

- Data entry and reporting on accounting system
- Daily transaction report excel file
- Aging report for clients and suppliers
- Collection from clients
- Bank statement reconciliation
- Invoicing
- Incentive report with the CFO
- Prepare Financial reports (P&L, Cash Flow,...)
- VAT preparation.
- NSSF reports monthly and yearly
- Double check all the proposals issued.
- Prepare and follow up on BIDs
- Assist in Microsoft EA renewals and True Up Orders :
  - Check the existing licenses of the customer.
  - Prepare the future pricing for the existing items on the CPS, and do the pricing for the new licenses.
  - Prepare the proposals
  - Place the orders online through Microsoft tools.
  - Help the EA customers in their requests.

June 2012 – Dec 2014 **Riachi Trading (full-time job), Zalka (working hours 7:00 - 15:00)**  
***Stock controller /Accountant***

- Coordinate with market supply and demand to prepare the orders
- Check up the stock on a daily basis and do the necessary data entry
- Prepare invoices for all requests in order to keep record and traceability

- Prepare purchase orders from suppliers
  - Follow up & monitor clients' accounts receivables, & update the aging report
  - Prepare account payables for all suppliers' purchases
  - Follow up on bank's balances and accounts & regularize any discrepancies
  - Assist in the preparation of NSSF, VAT, Payroll.
- May 2014 – Present      **Claims Express (part-time job), Achrafieh Lebanon**  
**Call centre Agent (hotline)**
- Answer phone calls & assist the clients (Insurance company).
- May 2011 – May 2012      **Target Media Group, Mkalles**  
**Outdoor Sales**
- Makes personal sales calls at customer sites on a regular basis
  - Seeks out prospective customers/business opportunities with new and existing customers
  - Establishes and maintains customer relationships
  - Attends product training seminars
  - Fulfills customer needs for current literature, catalogs, product pricing...
  - Informs customers of all relevant company policies/procedures and initiatives. Reporting customer comments to management
- Sep 2009 – Apr 2011      **JAC Motors, Dora**  
**Sales Representative**
- Sourcing new sales opportunities through inbound lead follow-up and outbound cold calls and emails
  - Understanding customer needs and requirements
  - Assesses competitors by analyzing and summarizing competitor information and trends; identifying sales opportunities
  - explaining characteristics, capabilities, and features; taking drives; explaining warranties and services.

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## ADDITIONAL INFORMATION

<b>IT Skills</b>	Microsoft Office (Word, Excel & PowerPoint, Outlook) & Internet applications
<b>Languages</b>	Native language, Arabic Advanced knowledge of English and French. Beginner in Spanish
<b>Interests</b>	Music Sports (bodybuilding and swimming) Outdoor activities (camping and hiking)
<b>Extracurricular Activities</b>	Assistant manager of a committee that organizes educational camps for children and youth during summer season, from summer 2000 till 2006.