

Charbel El Hajj

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Education

09/2016 – 07/2020 Lebanon	Bachelor of Business Administration (Finance), Lebanese Canadian University High distinction graduate. GPA 4/4.3
09/2016 – 07/2020 France	Bachelor of Business Administration, IPAC Business School High distinction graduate. GPA 4/4.3

Skills

Communication

Business level fluency (written and oral) in English, French & Arabic

Adaptability

Agile in learning new softwares & working methods

Software

MS Office & MS Navision

Leadership & Teamwork

Adept at working under pressure & efficiently within a team by keeping a healthy and motivating environment

Professional Experience

07/2022 – present Beirut, Lebanon	Accountant, CMA CGM - GBS Lebanon <ul style="list-style-type: none">• Provided reports on requests• Performed monthly and weekly reports and updates• Successfully booked invoices on time per priority levels• Responded to client's queries and processed their requests within 2 business days
04/2022 – present Abu Dhabi, United Arab Emirates	Online Junior Consultant, Marinos Consultancy <ul style="list-style-type: none">• Data entry• Analyzing and presenting the data• Recommending solutions based on the findings
08/2021 – 08/2022 Lebanon	Junior Accountant, ID Machinery & Tools <ul style="list-style-type: none">• Maintained a 100% monthly closing record.• Reconciled accounts payables and receivables• Provided reports on requests• Responded to queries from suppliers and key stakeholders.
10/2020 – 07/2021 Lebanon	Accounting Intern, Brasserie Almaza S.A.L <ul style="list-style-type: none">• Maintained a 100% monthly closing record• Reduced the number of pending invoices by 75%• Responded to queries within 2 business days.• Developed & maintained successful working relationships with key stakeholders.
07/2019 – 07/2019 Lebanon	Intern, Beirut Stock Exchange <ul style="list-style-type: none">• Presentations on numerous Financial topics/terminologies.• Interpreted data and developed reports to forecast potential capital gains through selection of specific financial services• Used financial tools to assist clients in making investment decisions

Certificates

Google Analytics for Beginners (Google Certification), **Fundamentals of Digital Marketing** (Google Certification),
Investment Management Virtual Internship (Issued by Future Impact & InsideSherpa),
APAC Investment Banking Virtual Internship (Issued by Citi & Inside Sherpa),
Beirut International Awards Festival (BIAF) July 2019 (BIAF & Lebanese Presidential Palace visit due to outstanding academic performance)

Languages

English (Bilingual), **French** (Bilingual), **Spanish** (Intermediate), **Portuguese** (Elementary), **Arabic** (Native)