

# Malek Kamal Alameddine

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## Education

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2017 Bachelor's degree in Economic Science from the Lebanese University

## Work Experience

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*September 2018 - Present*

**Junior Accountant** at We Fashion, Beirut

*Responsibilities*

- Booking of daily sales entries.
- Booking of payments.
- Booking of invoices.
- Reconcile bank accounts and all transitory accounts.
- Provide support for stores.
- Analyzing ledgers and accounts.
- Reporting major problems to the senior accountant or the financial controller.

*January 2018 – August 2018*

**Junior Accounting Specialist** at Azadea Group, Beirut

*Responsibilities*

- Booking entries of daily sales according to a stated procedure.
- Booking entries related to gift cards purchases from stores and suppliers.
- Analyzing ledgers and accounts.
- Reporting major problems to the responsible financial controller.
- Bank and suppliers reconciliation
- Coordinating with the bank and other related sectors in preparing all the needed documents related to the accounting department for opening new stores.

*July 2014 – June 2017*

**Ground Operations Agent** at Middle East Airlines, Beirut

*Responsibilities*

- Keeping passengers regularly informed of the tracing developments.
- Retrieving and controlling according to standards File Reference Report for all Carriers handled by MEAG.
- Advising passengers for collection time and the needed documents.
- Signing baggage delivery receipt to get permission from Airport Security.
- Filling property irregularity report, missing, damaged, pilferage, on-hand.
- Forwarding all claimed baggage as expedite to destination.

## Languages

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Arabic (Native), English (Fluent)

## Computer skills

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Microsoft Office, Amadeus, Oracle JD Edwards, Microsoft Dynamic NAV.

## Skills

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- Strong evaluation and analytical skills
- Strong interpersonal and communication skills
- Strong team-work
- Ability to work under pressure
- Self-confidence and motivation

## Reference

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References and recommendation letters are available upon request