

# MARIO EL FADL

## CAREER OBJECTIVE

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Seeking to apply my academic education in Economics and Business Administration and experience in a reputable firm;

## DOB & ADDRESS

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Date and Place of Birth : 1<sup>st</sup> of October, 1986 in Beirut  
Nationality : Lebanese  
Address : Dbayeh, Wadih Mrad building, 2<sup>nd</sup> floor  
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## EDUCATION

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- 2012 Lebanese American University – Byblos
  - Master Business Administration
- 2008 Lebanese American University - Byblos
  - BS in Economics
- 2004 Collège des Apôtres - Jounieh
  - Lebanese Baccalaureate, General Sciences

## WORK EXPERIENCE

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**12/11/2019 – 31/1/2020 : bankers assistance; “Jisr al wati”.**

- Bills auditing of all internal security forces patients (ISF);
- auditing the bills prices and charged fees authenticity to insure the negotiated prices between hospitals and the ISF are adopted and that the surgeries, medical treatment that includes tests, medications, supplies (prothesis ...), hospital fees and doctor fees are realized.

**1/9/2019- 8/10/2019 Sales agent at Nasr trading co. (Medical equipment for laboratories and hospital)**

Main Tasks & Responsibilities:

- Negotiating with customers.
- Administrative assistant..
- Delivering products to customers and receiving payments.

**2014 – 2017                      Administration and Accounting Manager**

Lingo Office – Jounieh/Lebanon

Main Tasks & Responsibilities:

- Supervise daily accounting transaction and keeping record of payables and receivables;
- Liaise with suppliers to follow up delivery of goods;
- Establish employee files and make sure all necessary documents are up to date and followed up;
- Prepare monthly salaries for employees (calculate leaves, basic salary, allowances etc);
- Liaise with the Bank for domiciliation and payables issues, in addition to incoming transfers from the Clients;
- Conduct monthly bank accounts reconciliation;
- Follow up with clients unpaid invoices, and manage bad debts;
- Follow up all Logistics related issues, like the office lease contracts, infrastructure related contracts, internet, water, electricity etc. and keeping adequate records;

**2016                                      Accounting Officer**

Peter Home General Trading – Jezzine/Lebanon

Main Tasks & Responsibilities:

- Supervise daily accounting transaction and keeping record of payables and receivables;
- Liaise with suppliers to follow up delivery of goods;
- Follow up with clients unpaid invoices, and manage bad debts;

**2009 - 2012                              Assistant Economic Researcher at Dr. Seifeddine Ammous’ office**

Main Tasks & Responsibilities:

- Supervise Students in exams.
- Correct Tests and put the grades.
- Assist in economic research by gathering necessary data to perform a certain study regarding a certain hypothesis about a certain topic, to prove it in quantitative and statistical way.

## INTERNSHIP

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**2010**

### **One-month internship at Fransabank – Jal El Dib**

#### Main Tasks & Responsibilities:

- Establish employee files and make sure all necessary documents are up to date and followed up;
- Organise and follow up of customers files in the archive.
- Follow up with clients unpaid invoices, and manage bad debts;
- Negotiate interest rates and terms of debt repayments on deposits and loans for new depositors\borrowers and take the approval from the central administration in accordance with the policies by the administration.
- review all the monetary operations at the end of the day before closing the cash account of the used counter.
- audit money operation before accepting a deposit or money transaction before approval.
- Show professional and hospitable behavior to the customers entering into organization.
- Handling all the cash transaction of an organization
- Receive payment by cash, cheques, credit card etc
- Checking daily cash accounts
- Providing training and assistance to new joined cashier
- Maintaining monthly, weekly and daily report of transactions

#### SKILLS

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##### Computer Literacy:

- Econometrics Software, SPSS 17
- PowerPoint
- Microsoft Word
- Software Programming

Languages: fluently written & spoken English, French & Arabic

#### INTERESTS

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Ping Pong, Chess, Football, Swimming, Biking, Running.

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NAME: MARIO FADL

SUBJECT: APPLYING FOR A JOB

- ☐ I have knowledge in business from a master in business administration and bachelor in economics.
- ☐ I am a person that is very motivated in doing my work and reach my goals, I like challenging goals and environment; and like to increase knowledge and experience on a continuous basis not just only in business field.
- ☐ I am willing to work in all positions related to my education from down to top progressively with experience and knowledge.