

Alain Raymond HAJJAR

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Professional Profile

Experience in accounting with multi-tasks. Currently, working as an Accountant at Tanmia in a food industry with strong professional skills added a Master's degree in **Finance** as an experience focusing on bank reconciliation, receivables and payables. In addition, my developed experience based on the accounting transactions at CMA CGM shipping company, working with a team under pressure and tracking the shipments. Strong research ability with high level of communication and negotiation skills. Proficiency in Excel as well as Word and Microsoft Outlook and working on many software's.

Education

- **Masters of Science in Business, (Finance Specialty)** September 2012 - October 2014
Antonine University, Baabda, Lebanon
- **BA in Business Administration,** September 2009 - October 2012
Antonine University, Rayyak, Lebanon

Note: Completed eight extra courses in Management during my BA

- **Lebanese baccalaureate - Economics and Sociology** September 2008 - June 2009
Ecole Saint Elie des Soeurs Maronite -Sainte Famille- Dhour Zahle, Lebanon.

Career Summary

- **Accountant, Accounting Department** May 2020 - Present
TANMIA - Ablah, Beqaa, Lebanon
 - Reconciliation banks, customers as cash receivables (customers) and payables as (suppliers)
 - Reporting banks situation on monthly basis including all the transfers debited and credited
 - Stock reconciliation and inventory controller

- **Import/Export Coordinator, Logistics Department (Internship)**
JUNET Company for Industry and Commerce - Zahle, Beqaa, Lebanon. June 2019 - October 2019
 - Preparing the documents of shipments as Bill of Lading instructions, Certificate of Analysis etc.
 - Having contact with Suppliers and Clients to cover the stock needed of Raw Material and Reconciliation: Stock/Invoices/P.O./D.O.
 - Checking quantities, prices and terms to insure the procurement process

- **Accountant, Accounting Department**
CMA CGM - Taanayel, Beqaa, Lebanon. June 2017 - June 2019
 - Preparing accounting documents: Transactions (INVOICES and PAYABLES) using PIMS software
 - Accounting entries on daily basis on PIMS software.

In addition, preparing documents concerning the process of shipping, process of procurement to check the terms and the prices with shipping lines and knowing about deliveries such as orders, time management, supply chain process and analyzing the stock of refer at Beqaa dry port.

Also, Import export documentation process and BL preparations

- General Accountant, Accounting Department

October 2014 - June 2017

SAPCOIL - Houch Al Oumara, Beqaa, Lebanon.

- Entering accounting information: documents financial transactions.
- Collecting cash receipts
- Collecting and analyzing documents: reconciles financial statement.
- Preparing checks for suppliers (due payments), secures financial information by completing data base backups: secures financial information.
- Analyzing supplies invoices.
- Analyzing customer's statements.
- Data entries on ERP.
- Inventories of goods.
- Preparing reports petty cash
- Analyzing cost documents: Cost control on Fuel supply and budget.

- Staff Accountant, Accounting Department

July 2012 - September 2014

KHAZZAK's Insurance - Zahle, Beqaa, Lebanon

- Identifying the customer's statement.
- Guiding, accounting and coordinating activities.
- Adding, summarizing current financial status.

- Internship, Accounting Department

July 2011 - October 2011

EDWARD HOMSI'S OFFICE - Zahle, Beqaa, Lebanon.

- Preparing all companies documents balance sheet, income statement, etc.
- Analyzing VAT documents for each company
- Following financial internal controls

Achievements

- 1st place award for the Basketball Tournament of Universities in Beqaa, Lebanon with Antonine University - 2012
- Certificate of Excellence from Bank Byblos: Entrepreneurship Course of Third Year University - 2011

Computer skills

- Proficiency in Excel as well as Word and Microsoft Outlook
- Frequent user of Internet tools with high research ability
- Basic knowledge of html language and word pad program.
- Access to electronics
- Software's Worked on: ERP (ORACLE), PIMS and many more

Soft Skills

- Very good communication skills.
- Can work under pressure. Very strong work ethic.
- Flexibility and Adaptability. Problem solver.
- Negotiation skills. Team worker and cooperative.
- Time Management. Patient.

Languages

- Arabic: Native language. Excellent writing, reading and speaking.
- French: Excellent writing, reading and speaking (TCF Certificate)
- English: Excellent writing, reading and speaking.

Hobbies

- Listening electronic Music, Playing Basketball, Reading and Scout.

References/Recommendations: Available upon request.