

RAMY MHANNA

ACCOUNTANT

ABOUT ME

A focused Business Administration graduate with a degree specializing in Banking and Finance. Possesses relevant professional experience gained during several work experiences. I aim to secure an eligible job where I can apply what I have learned theoretically into the empirical world.

CONTACT INFORMATION

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SKILLS

- High degree of financial knowledge
- Ability to understand the structure and functioning of financial markets and the way in which financial intermediaries and institutions operate
- Excellent communication skills
- Fluent in arabic, english and french
- Excellent computer skills
- Visual dolphin software

EXPERIENCE

Accountant

Mobi-Cedarcom, Sin El Fil, Lebanon/ December 2018- present

- Issue invoice from sales order before end of the month and update the accounting system with all invoices
- Handle points of sale (POS) and ensure that all sales invoices matches with the quantities and process
- Responsible of various daily and monthly reports
- Booking expenses journal after approval
- Supplier and client reconciliation

Retail Banking

Blom Bank S.A.L, Beirut Lebanon/ February 2018- September 2018

- Responsible for car loans in Keserwain Area
- Building a professional relationship with car dealers and clients
- Negotiating interest rate and insurance fees with the dealers
- Registration and follow-up of car loan applications

Assistant Manager & Sales

Class Cellular, Dbayeh Lebanon/ August 2015- February 2018

- Assisting the manager in organizing, planning and implementing strategies to attract customers
- Ensuring store schedules and objectives are met by employees
- Training new sales associates
- Coordinate daily customer services operations (e.g. sales processes, orders and payments)
- Communicate with clients and evaluate their needs

Manager

Muse Restaurant & Pub, Jounieh Lebanon/ July 2013- August 2015

- Deliver superior service and maximize customer satisfaction
- Organize and supervise shifts
- Create detailed reports on weekly, monthly and annual revenues and expenses

EDUCATION

Bachelor's Degree in Banking and Finance

AUL, Lebanon 2018

- Accounting I and II
- Business law
- Managerial finance & Banking operations
- Cooperate finance and budgeting
- Thesis: Islamic Banking, an alternative approach