

Akram Ibrahim



Lebanon

Zouk Mikael –building Adel Bejjani

Born September 19th 1997-Deir Jannine

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SKILLS

- Strong attention to details and analytical skills
- Fast learner
- Managerial and industry knowledge
- High capacity to work under pressure
- Time management
- Adaptability and team spirit

WORK HISTORY

Accountant & Administration officer - Reva House Of Sleep - July 2018 till present

- Tracking payments to internal and external stakeholders.
- Manage all accounting transactions.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Manage balance sheets and profit/loss statements.
- Handle e-mails , payroll attendance , stock control and inventory .
- Invoice , cash and discounts controller .

Sales associate – Tape a l’oeil

March 2018- August 2018

- Handle cash transactions .
- Answering to customers inquiries .
- Stock control and replenishment .
- Reporting sales to manager.
- Fill the staff attendance sheet .
- Cross-selling products.

Sales assistant - Monsoon

February 2017 -Sept 2017

Waiter - Stone Restaurant

December 2013- Sept2014

ADDITIONAL TRAINING AND DEVELOPMENT

Internship Certificate from Bank Audi.

Training certificate in customer service from Retail Group.

Certificate of participation at “ LE MOT D’OR DE LA FRANCOPHONIE 2017 “.

TCF certificate –level B2/C1

EDUCATION

Bachelor Degree in Banking & Finance at AUL Kaslik – GPA 3.5

Lebanese Baccalaureate – Class SE – Ecole des Filles De La Charite-zouk mikael

COMPUTER AND LANGUAGE SKILLS

Computer: Proficient in MS Office, WORD, EXCEL, POWER POINT, OUTLOOK and ADOBE ILLUSTRATOR.

Language: Arabic, French, and English .

ACTIVITIES:

Scouts maronites-zouk mikael ,louveteau : from 2003 to 2006

Scouts maronites-zouk mikael,routier : from 2012 to 2015

Greend Mind- ecological club: from 2010 to 2015