

Ali Majdi Abed

Personal Information:

- **Nationality:** Palestinian
- **Place of Residence:** Beirut, Lebanon
- **Phone Number:** +961 76 987 346
- **Email Address:** aliabed390@gmail.com

Education:

- Bachelor in Business Administration

Haigazian University; Hamra, Beirut

Fall 2016- Spring 2020

Work Experience:

(Present) Marketing Executive Remote Internship at Gamers Hub Middle East (Dubai, UAE)

(Present) Internship at DHL Express Lebanon Country Office (Rafic Hariri International Airport); Finance and Accounting Department

Tasks Accomplished:

- Filing
- Reconciliation between banks vs. DHL
- Visa deposit list
- Ministry of Finance account reconciliation: deposit and payment
- Vendor Master file: call suppliers and update general information
- IATA reconciliation: reconcile IATA report with airline and waybills
- Reading invoices
- Preparing Cheques

Internship at DHL Express Lebanon Country Office (Rafic Hariri International Airport);

Commercial Department

Tasks Accomplished:

- Filing
- Follow up for data updates (main, billing and pickup details)
- Learnt to communicate better with clients
- Raised customer concerns to concerned managers

Conferences:

- منتدى المال و الاعمال "لبنان ف ي عي ن المؤتمرات الدولية " 2019
- **Computer Skills:** Excel, Word

- **Languages:** - Arabic: Native

- English: Fluent

- French: Basic

- **Soft Skills:** Leadership, Communication, Time Management, Organization, Verbal

Communication, Teamwork, Commitment, Flexibility, Multitasking, Work under pressure and trained to be occupied to deadlines.

LinkedIn profile: <https://www.linkedin.com/in/ali-abed-56a567169>