

# PATRICK MALEK

Mobile: +961 76 656 802 & Email: [patrickmalek97@gmail.com](mailto:patrickmalek97@gmail.com)

---

## EDUCATION

2015 – 2018	<b>UNIVERSITÉ SAINT- JOSEPH (USJ)</b> <i>Bachelor's degree in Business Administration</i>	Beirut, Lebanon
2000 – 2015	<b>COLLEGE NOTRE DAME DE JAMHOUR</b> <i>French Baccalaureate Literature specialization</i>	Jamhour, Lebanon

---

## WORK EXPERIENCE

2019 – 2020	<b>DAR AL HANDASAH</b> <b>Junior Accountant</b> <ul style="list-style-type: none"><li>Assisted with the preparation and verification of accounting records</li><li>Reconciled invoices to the purchase orders to prepare invoicing of payments</li><li>Stayed up to date with financial news related to foreign exchange currencies</li><li>Took part in year-end inventory count to gather accurate data for financial statements</li></ul>	Beirut, Lebanon
2019 – 2019	<b>MEPEQ/LEPEQ</b> <b>Accountant Trainee (4 months)</b> <ul style="list-style-type: none"><li>Operated on data entries (Journal Vouchers, Goods Receiving, Payment Vouchers)</li><li>Resolved accounts payables and receivables problems with vendors and customers</li><li>Worked on reports regarding payment of clients and project invoices</li><li>Processed on employees' expenses reports</li></ul>	Beirut, Lebanon
2017 – 2017	<b>BANK AUDI HEADQUARTERS (1 month)</b> <b>Country Finance Department (Intern)</b> <ul style="list-style-type: none"><li>Overviewed the work of interest rates adjustments</li><li>Contributed in various fields such as BDL reporting and IFRS reporting</li></ul>	Beirut, Lebanon
2017 – 2017	<b>BANK AUDI DEKWENEH (1 month)</b> <b>Private banking intern</b> <ul style="list-style-type: none"><li>Learned how to build professional relations with co-workers and clients</li><li>Assisted bank tellers with counter operations and customer services</li></ul>	Beirut, Lebanon

---

## ACTIVITIES AND LEADERSHIP

2017 – 2019	<b>STUDENT AMBASSADOR OF UBER</b> <i>Promoted Uber in my university and took part in many events</i>	Beirut, Lebanon
2015 – 2018	<b>SUMMER MONITOR</b> <i>Helped and prepared more than 50 students for school exams</i>	Jamhour, Lebanon
2008 – 2015	<b>VOLUNTEER AT THE MOUVEMENT FOR THE YOUNG (MEJ)</b> <i>Participated in many benevolent activities including rebuilding houses and collecting food</i>	Jamhour, Lebanon

---

## ADDITIONAL SKILLS

<b>IT SKILLS</b>	Microsoft Office, Microsoft Access, HTML
<b>LANGUAGES</b>	Fluent in English, French & Arabic