

Omar Ramadan

Beirut, Lebanon

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EDUCATION

Sep. 2018 – June 2019	I.É.S.E.G. School of Management – EQUIS, AACSB & AMBA Accredited Master's in International Business (MIB)	Paris
Sep. 2014 – July 2018	American University of Beirut (A.U.B.) - AACSB Accredited Bachelor's in Business Administration (BBA) Emphasis in Accounting	Beirut
Sep. 1999 – June 2014	Lycée Abdel-Kader French Baccalaureate – (Economics and Sociology) Emphasis in Mathematics	Beirut



PROFESSIONAL EXPERIENCE

Jan. 2018 – Dec. 2020	 J.S.R. Customs Clearing Agency <i>Junior Operations Associate</i> <ul style="list-style-type: none">Responsible for import & export, and customs clearance affairs.Organized transportation to clients' warehouses.Coordinated the merchandise transfer with production.Generated invoices and input customer payments using Soft Protech.	Beirut
Aug. 2019 – Dec. 2019	 Aircall, Inc. <i>Accounting and Control Intern</i> <ul style="list-style-type: none">Entered customer payments, drew client statements of account, generated and corrected invoices using Strongbox.Performed mappings on Netsuite to move from an Excel-based system to an integrated accounting system.Authorized internal company expenses, attributed type of expenses using Spendesk.Entered all incoming invoices and accrued invoices with the relevant V.A.T and attached justificatory documents.	Paris
Oct. 2017 – Dec. 2017	 B.M.W Group - Bassoul-Heneine S.A.L. <i>Control Intern</i> <ul style="list-style-type: none">Performed control activities on invoices and bills.Completed company accounting tasks including some practical data entry.	Beirut



EXTRACURRICULAR ACTIVITIES

Aug. 2016	ALS Lebanon <i>Volunteer</i> <ul style="list-style-type: none">Volunteered in a fundraising event with 250 attendees that helped raise \$100,000+ for patients diagnosed with amyotrophic lateral sclerosis (ALS).	Beirut
Aug. 2020	Beirut Port <i>Volunteer</i> <ul style="list-style-type: none">Volunteered in supplies delivery for 2 weeks following the Beirut Blast and helped in filtering data on Excel for a beta website designed to gather help for the ones in need.	Beirut



SKILLS

COMPUTER LITERACY	Proficient in Microsoft Office, Tableau, Netsuite (Oracle), Spendesk.
LANGUAGES	Fluent in English, Arabic and French.
INTERESTS	Racket Sports, Travel, Design, Automotive.



REFERENCES

Available upon request.