


# Ali Hijazi

**Nationality:** Lebanese

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## ABOUT ME

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*Hardworking, reliable, dedicated and competent Bachelor in Accounting information systems graduate and MBA candidate, who demonstrated high levels of motivation, work ethic, and responsibility; backed by 1 year of multiple internships and training in different business fields including sales, finance, marketing and accounting.*

## EDUCATION AND TRAINING

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### BAC 2 - General Science

*Ecole des filles de la charité - Saint Vincent de Paul* [ Sep 2015 – Jun 2018 ]

**Address:** Clemenceau, Beirut (Lebanon)

**Final grade :** 16/20

### BAIS – Bachelor of business administration in accounting information systems

*Lebanese International University* [ Oct 2019 – Jun 2021 ]

**Address:** Beirut (Lebanon)

**Final grade :** Cumulative GPA: 3.97

1<sup>st</sup> Year: transfer from:

**Université Saint-Joseph de Beyrouth (USJ) - (2018-2019)**

*Bachelor of Business Administration - 1 academic year*

**Average: 17.73/20**

## WORK EXPERIENCE

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### Accountant - Intern

*Sonite LTD* [ Sep 2021 – Oct 2021 ]

**City:** Tema

**Country:** Ghana

*One month Internship covering the following tasks:*

- Journal entries
- Prepayments and accruals entries
- Extraordinary events entries
- Reconciliations: banks - clients - suppliers - inventory
- Reports: trial balance/ income statement/ balance sheet/ cash flow statement/ sales register
- Accounting software: **Tally Prime**

### Accounting assistant - Intern

*Sicom* [ Aug 2021 – Sep 2021 ]

City: Beirut

Country: Lebanon

- Journal entries
- Monthly reports
- Reconciliations: cash - bank - clients
- Letter of credit
- Bank operations

### Accountant - Trainee

*Book Keeper Accounting Training Academy* [ May 2021 – Aug 2021 ]

City: Beirut

Country: Lebanon

*Accounting Workshop:*

- Data entry and journalize for all kinds of entities
- Payment vouchers/ receipts
- Daily, weekly and monthly reports
- Trial Balance/ Income Statement / Closing/ Balance Sheet
- Accounting Software: **BackOffice**

### Sales representative

*Tapis Hijazi* [ Jan 2021 – Jul 2021 ]

City: Beirut

Country: Lebanon

- Selling carpets using solid arguments to prospective customers
- Performing cost-benefit analyses of existing and potential customers
- Maintaining positive business relationships to ensure future sales
- Performing some accounting entries and procedures to obtain reports for financial analysis at the end of each period

## WORKSHOPS & COURSES

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Islamic and non-Islamic Banks Workshop

TV presenting Diploma (certified from the ministry of education)

Self Portrait drawing workshop (December 2019)

Sketching / drawing workshop (June 2019)

Graphic Design Diploma (certified from the ministry of education)

Short Movie Workshop

Financial Modelling using Microsoft Excel

## CONFERENCES AND SEMINARS

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GC LAU MUN-Model United Nations

[ 2017 ]

Certificate of participation

## **LAU MAL- Model Arab League**

[ 2018 ]

Certificate of participation

### **SUMMARY SKILLS**

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#### **Languages**

- Arabic: Native
- English: Advanced
- French: Upper Intermediate
- Persian: Intermediate
- Spanish: Beginner

#### **Computer Skills**

Microsoft Office Suit skills (Word, Excel, Powerpoint)

#### **Soft Skills**

- Knowledge of regulatory standards
- General business knowledge
- Ability to work both independently and as a team member
- Excellent Interpersonal Skills
- Software proficiency
- Attention to details
- Effective communication
- Critical thinking
- Service orientation
- Problem-solving
- Creativity

#### **Interests**

- Drawing
- Presenting
- Photography
- Montage
- Graphic Design