

# William Antoun Azar

## CONTACT

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## PERSONAL DETAILS

Date of Birth : 18/01/1996  
Nationality : Lebanese  
Marital Status : Single

## EDUCATION

### Business Studies With Finance

Bachelor's Degree  
GPA 3.29  
Arab Open University Lebanon  
2016–2021

### Life Sciences

Certificate  
Lycée Georges Frem  
2012–2014

## PROFESSIONAL SKILLS

- JD Edwards Software
- MaliaTec Software
- DAS Software
- Internal Manager Software
- Strong knowledge of Microsoft Office
- Excellent Independent Research Skills

## LANGUAGES

Arabic : Native  
English : Fluent  
French : Intermediate

## PROFILE

Fresh graduate with 3+ years' experience in the facility services field, providing high quality operational and data entry services, while assisting the accounting and IT departments, and contributing with problem solving solutions when needed.

I have a strong background in accounting and finance, and a high level of proficiency in Microsoft Excel.

I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to grow and succeed in my field.

## PROFESSIONAL EXPERIENCE

### Operations Assistant

MMG Facility Services SAL | Dora, Lebanon | October 2019-Current

Main Responsibilities:

- Data Entry's Tasks.
- Managing maintenance requests received by clients.
- Audit data entry.
- Posting Sub-contractors' invoices on JDE.
- Invoicing receipts on JDE for accounting reconciliation and billing.
- Following up on payables and receivables.
- Creating and sending quotations to clients.
- Creating Malia Tech assignments for the technicians' Hand Held Devices.
- Ordering spare parts requested by technicians.
- Proofreading Work Orders and Service Reports.
- Scheduling preventive and corrective maintenance visits.
- Contacting Sub-contractors when needed.
- Clearing all stuck transactions (Items' Transfer, Work Orders, Etc.).
- Supervising inventories and investigating variances.

### Data entry

MMG Facility Services SAL | Dora, Lebanon | March 2018-October 2019

Main Responsibilities:

- Creating purchase orders.
- Posting invoices on JDE.
- Transferring spare parts on HHD to be issued on a service report.
- Storing all data for future use.
- Invoicing receipts on JDE for accounting reconciliation and billing.
- Creating invoice summaries.

### Cashier

Burger King | Zouk Mosbeh, Lebanon | July 2014-April 2018

Responsible for taking orders politely and carefully. Preparing orders for eat-in, drive through and delivery. Also, restocking counter when needed and keeping it clean.

**PERSONAL SKILLS**

- Attentive to detail
- Fast learner
- Active and motivated
- Ability to perform under pressure
- Strong work ethics
- Excellent time management
- Target oriented
- Problem solving
- Ability to work independently or with a team

**HOBBIES**

- Writing
- Singing

**PROFESSIONAL TRAINING**

- Alison online certificates in:
  - Introduction to Business Accounting.
  - Introduction to Cash Accounting.
- Disaster Ready online certificates in:
  - Effective Decision Making.
  - Managing Risks.
  - Project Management.
- AOU certificate in “The Foundation of Personal Success”.
- King Food SAL certificate in “Customer Service”.