

MARIAM AMMAR

BEIRUT- LEBANON

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Personal Profile

Seeking a challenging rewarding position, that will fully utilize my acquired skills, abilities, knowledge and education with an organization offering advanced opportunities in the field of Business Management.

Achievements

- Academic Researcher
- Educational Achievement

Education

January 2019 – July 2021	Masters Degree in Human Resources Lebanese American University	
September 2007- July 2010	Management Information System	Lebanese American University
September 2007- July 2010	Microsoft ERP	Lebanese American University
August 2006	Life Science	Al Batoul High School

Work Experience

2010- 2018	Senior Accountant	Hamdan Trading Co., Beirut, Lebanon
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Main Duties Performed:

- Reconciling sub-ledger to general ledger account balances

- Preparing financial statements
- Assessing internal controls, including risk assessments and reviews of risk areas
- Performing monthly balance sheet, income statement and changes in financial position/budget variance analysis

January 2018-November-2018
Trading co

Clearing and Forwarding

Sama Beirut

Main Duties Performed:

- Review environmental records of freight carriers to inform shipping decisions
- Calculate weight, volume and costs of goods to be shipped
- Recommend shipping solutions to minimize cost or environmental impacts
- Select shipment routes, based on nature of goods shipped, transit times and security needs
- Determine efficient and cost effective methods of moving goods from one location to another

2007-2008
University

Business Office Assistant

Lebanese American

- Sorting and sending emails
- Writing reports and letters
- Maintaining files and dealing with other administrative support tasks
- Keeping an inventory of office supplies and ordering new ones once necessary
- Completing banking transactions and carrying out basic book-keeping
- Answering phone calls and taking messages
- Scheduling meetings and managing calendars

Skills

Interpersonal:

- Leadership Skills.
- Ability to cope stress.
- Willing to relocate.
- Time management skills.
- Analytical skills.
- Problem solving skills.

Languages:

- Fluent in Arabic and English both verbally and nonverbally.
- Presentation skills.
- Writing skills.

Computer Skills:

- Oracle for Stock Management
- Full knowledge in Microsoft Office including excel, word, access, and power point.
- ERP Navision.
- VISIO.
- Microsoft Access
- JAVA.
- MSQl

Referees

Available upon request

