

HASAN DAOUK

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I am seeking a rewarding yet challenging job that will help me apply my theoretical and practical studies, providing me with a new set of skills and experience; and thus adding value to my education and broadening my understanding in Management Information Systems.

WORK EXPERIENCE

MARCH 2021 – PRESENT

OFFICER II AT GENERAL ACCOUNTS DEPARTMENT, MIDDLE EAST AIRLINES

JOB TASKS:

- CREATE INVOICES AND RECEIPTS FOR MAJOR SUPPLIERS AND CUSTOMERS
- BANK RECONCILIATION
- CREATE JOURNAL ENTRIES
- CREATE ACCOUNTING AND POST/TRANSFER JOURNAL ENTRIES TO GENERAL LEDGER
- HANDLE DIFFERENT SISTER COMPANIES ACCOUNTS
- EXTRACT, SUMMARIZE, AND ANALYZE DATA FROM ORACLE E-BUSINESS SUITE
- IMPLEMENT DATA INTO MICROSOFT EXCEL
- CROSS-FUNCTIONAL EMAILS USING MICROSOFT OUTLOOK
- HANDLE REPORTS TO THE DIRECTOR AND CHAIRMAN
- INTEGRATION BETWEEN DIFFERENT DEPARTMENTS
- QUARTERLY V.A.T REPORTING TO THE LEBANESE MINISTRY OF FINANCE
- PAY SUPPLIERS IN DIFFERENT FORMS (CHEQUES, CASH, WIRE)
- SHARED WORK WITH INTERNAL AND EXTERNAL AUDITS
- MONTHLY ASSETS DEPRECIATION
- PAYROLL ENTRIES

EDUCATION

OCTOBER 2017 – FEBRUARY 2021

BS IN MANAGEMENT INFORMATION SYSTEMS (MIS), AMERICAN UNIVERSITY OF SCIENCE & TECHNOLOGY

GPA 3.5+

MAY 2017

LEBANESE BACCALAUREATE IN ECONOMICS & SOCIOLOGY, MAKASSED OMAR BEN EL KHATTAB

CERTIFICATIONS

UNDER PROGRESS

MICROSOFT EXCEL EXPERT 2019

MAY 25, 2019

ECPE – CERTIFICATE OF PROFICIENCY IN ENGLISH, UNIVERSITY OF MICHIGAN

JANUARY 27, 2017

MICROSOFT OFFICE SPECIALIST IN POWERPOINT 2013 (MOS)

APRIL 22, 2016

SERVICE COMPETITION AT LAU ARTS AND SCIENCE FAIR

3rd Rank

NOVEMBER 2015 – MARCH 2016

ELEVENTH GC LAU MUN ANNUAL HIGH SCHOOL CONFERENCE

MARCH 2016

FINANCIAL LITERACY AT BANK AUDI GLOBAL MONEY WEEK

QUALIFICATIONS

MICROSOFT OFFICE SKILLS:

- MICROSOFT WORD: ADVANCED
- MICROSOFT EXCEL: EXPERT
- MICROSOFT POWERPOINT: EXPERT
- OUTLOOK: ADVANCED
- MICROSOFT PROJECT: NOVICE
- MICROSOFT ACCESS: NOVICE

SOFTWARE SKILLS:

- QLIKVIEW DATA ANALYTICS
- WEKA DATA MINING
- ADOBE DREAMWEAVER ☹ HTML, PHP, AJAX, JSON FOR WEB DEVELOPMENT
- MICROSOFT VISUAL BASIC ☹ C++ PROGRAMMING LANGUAGE
- ODOO OPEN SOURCE ERP AND CRM
- ORACLE DATABASE EXPRESS EDITION 12
- SQL DEVELOPER

LANGUAGES

- ARABIC: NATIVE LANGUAGE
- ENGLISH: FULL PROFESSIONAL PROFICIENCY
- ITALIAN: BASIC KNOWLEDGE

EXTRACURRICULAR ACTIVITIES

AUGUST 2017 – JANUARY 2019

WAITER, DIP N DIP

SKILLS AND QUALIFICATIONS ACQUIRED:

- ASSIST MY TEAM MEMBERS IN DIFFERENT ACTIVITIES AND TRAIN NEW EMPLOYEES
- MANAGE TIME MORE EFFICIENTLY
- ORGANIZE AND CONTROL TABLES, DELIVERY ORDERS, AND TAKEAWAYS
- MANAGE THE CURRENT SITUATION AND IMPROVE MULTITASKING FUNCTION
- COMMUNICATE PROFESSIONALLY WITH CUSTOMERS, STAFF, AND MANAGERS
- EXPERT IN POINT OF SALE (POS) SYSTEM
- ASSIST SUPERVISORS IN SUPPLY CHAIN MANAGEMENT FOR DAILY ORDERS

2015 - 2017

GRADUATED AS ORGANIZATION SUPERVISOR FROM “MAKASSED VOLUNTEERS.”

200+ Volunteering Hours

DECEMBER 27, 2016

WORKED AS SPORTS INSTRUCTOR AND MANAGER IN MAKASSED SUMMER CAMP

NOVEMBER 13, 2016

VOLUNTEERED IN BLOM BANK MARATHON ASSOCIATION

NOVEMBER 2015 – MARCH 2016

ELEVENTH GC LAU MUN ANNUAL HIGH SCHOOL CONFERENCE

2016

CERTIFICATE OF ATTENDANCE “SOLID WASTE MANAGEMENT” LECTURE IN ACTED IN PARTNERSHIP WITH EU