

Hytham A. ABDALLAH

Audit Business Administration

📍 South, Lebanon

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Objective

A business school graduate majored in Audit with a beginning year work experience, seeking a job opportunity that provides the chances to improve my skills and knowledge in both Administrative and Business sectors. Ambitious and motivated to always develop my competences and help the organization accomplish its goals.

Languages

- Arabic: Native
- English: Fluent
- French: Basic

Skills

- Teamwork
- Time management
- Leadership

Computer skills

- Microsoft Office (Word, Excel, Powerpoint)
- Chrome browsing

Professional Experience

MJM Medics – Saida, Lebanon

Medical Sales Representative

(Dec 2020 – Present)

- Establish and maintain long-term relationships with new and existing customers.
- Keep track of all sales' leads and customer accounts for over 30 hospitals in South and Mount Lebanon regions.
- Prepare purchase offers and finalize mutual business negotiations.
- Reporting to Sales Team Leader on a daily basis.

BarDamour Beach – Damour, Lebanon

Cashier

(June 2020 – September 2020)

- Balanced cash registers and generated reports through POS system.
- Processed the refunds and exchanges, in addition to resolving complaints.

Al Jisr Resort – Damour, Lebanon

Internship

(August 2019 – September 2019)

- Assisted with financial report preparation processes.
- Registered all in and out money transactions through bookkeeping software.

Central Bank of Lebanon – Beirut, Lebanon

Internship

(June 2019- August 2019)

- Developed information in accounting, Finance, Human resources, Islamic banking, Money laundering, and the whole structure of the central bank.

Education

- **Bachelor in Business Administration: Audit** (2018 – 2020)

Holly Spirit of Kaslik- USEK

- **Baccalaureate in Life Sciences** (2003 – 2017)

College Notre Dame Des Soeurs Des Salvatoriennes Abra - Saida

Volunteering

Lebanese Red Cross: Team Leader (2016- Present)

- Emergency Medical Technician