

RAMY HAJAL

SUMMARY

Integrity is my slogan for a treasurer. I am a friendly, motivated person, skilled in treasury management. Disciplined, diplomatic and tactful treasurer with excellent communication skills. Proficient in management, cultivative positive relationships with co-workers, clients, and vendors through efficient communication and action oriented solutions.

CORE COMPETENCIES

- Good Custodian of money
- Capable of handling figures and cash
- Methodical mind of thinking
- Experience in dealing with large sums of money
- Have an eye for detail
- Professionalism
- Organizational and planning skills
- Teamwork
- Ability to work under pressure
- Problem solving

Work Experience

Treasurer

Jal el Dib Municipality - 2006 – present

- Receive cash and checks as tax payments and make deposits and withdrawals when necessary.
- Count the petty cash daily to ensure that the balances are accurate.
- Prepare daily journal for vouchers for both receipts and payments, and maintain cash books daily.
- Processes all payments on a timely manner and ensure there are adequate supporting documentation or validations
- Maintain municipal tax records with a team of 8 employees.
- Perform software analysis for the accounting program and provide solutions and recommendations.
- Perform auditing tasks.
- Assisting in budgeting projects.
- Analyzed and recorded daily cash flow activity and corporate bank deposits.

Accountant

Suite Hotel - January 2008 – May 2008

- Provide support for all accounting activities during the monthly/quarterly close.
- Assisting several business units with special projects aimed at improving efficiencies and internal controls.
- Organize and plan auditing schedules and develop policy and procedure manuals for accounting department.
- Support other areas within Accounting, particularly project accounting, budgeting, audit, Finance ...
- Prepare of base cost, project cost variance analysis.

Afternoon Teacher

Official School for Girls (Sed Bauchrieh): 2015 – Present

- Teaching Mathematics from Grade 2 till Grade 7, the Syrian and Iraqi refugees in Lebanon.
- Collaborating with Mathematic teachers in order to fulfill ministry requirements.
- Preparing exams on semestrial basis.

Education

Graduated with a Bachelor's degree of Business Administration (**B.A**) majoring in **Finance** from the **Lebanese University**.

Masters degree of Political and Administrative Sciences from the **Lebanese University**.