



Mohammad Ramadane

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 **Address:** 0000 Beirut (Lebanon)

WORK EXPERIENCE

Accountant assistant

Talal Abou Ghazaleh Organization [12/2021 – 02/2022]

Address: Hamra, Beirut (Lebanon)

City: Beirut

Country: Lebanon

Name of unit or department: Accounting - **Business or sector:** Information and communication

As an assistant accountant at Talal Abou Ghazaleh for Intellectual Property (AGIP) the main activities were the following:

- • Follow-up of the company's cash flow
- • Issuing invoices for clients.
- • Planning and receiving payments.
- • Follow-up with the company's financial health.
- • Issuing and presenting the company's balance sheet.
- • Bank statements reconciliation
- • Issuing various vouchers (RV's, PV's, JV's)
- • Electronic and Material filing

Administrative office assistant

Alpina le Chocolatier Exceptionnel [09/2021 – 10/2021]

Address: (Lebanon)

City: Damour

Country: Lebanon

- Business or sector: Manufacturing

- • Clerical tasks
- • Keeping up with a daily schedule
- • Briefing the manager
- • Conducting weekly reports
- • Placing orders and following up with the payment procedures

EDUCATION AND TRAINING

Bachelor's in Business Administration - Finance

Conservatoire National des Arts et des Metiers (CNAM) [10/2019 – Current]

Address: 75000 Paris (France)

Field(s) of study: Business, administration and law

Lebanese Baccalaureate

College de la Charite - Mreijeh [2007 – 2019]

Address: Beirut (Lebanon)

Field(s) of study: Economy and Sociology

Final grade : 14,XX

LANGUAGE SKILLS

Mother tongue(s): **Lebanese**

Other language(s):

Arabic

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

English

LISTENING C2 READING C1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION C1

French

LISTENING C2 READING C2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

DIGITAL SKILLS

Microsoft Word / Microsoft Office / Microsoft Excel / Social Media / Microsoft Powerpoint / Zoom / Google Docs / Instagram / Facebook / LinkedIn / Skype / Twitter / Outlook / Organizational and planning skills

Working skills

Good listener and communicator / Written and Verbal skills / Team-work oriented / Presenting

DRIVING LICENCE

Driving Licence: B