

Hussam Khalifah

DOB: Feb 10, 1996 · Lebanese; Beirut, Lebanon
Phone: +961 70 079 996 · E-mail: hussam-khalife@hotmail.com

OBJECTIVE

To enhance my career through a full time job at your honorable company where there is a plethora of motivating opportunities in which I can apply my knowledge, develop my skills and enrich my experience.

EDUCATION

Sep 2014 – Dec 2019 Lebanese American University (Beirut, Lebanon)

Bachelor of Science in Business Management

Sep 1999 – Jun 2014 Saint Mary's Orthodox College (Beirut, Lebanon)

Lebanese Baccalaureate Diploma – Humanities Program

WORK EXPERIENCE

Sep 2021– Mar 2022 Qatar Star Services (Qatar) – Position: Banquet Finance Coordinator

- Responsible for alignment of hawker financial issues at the venue of the FIFA ARAB CUP
- Equip and manage cashiers and hawkers with POS systems and cash on-site
- Train cashiers and hawkers' financial aspects of their positions
- Identify challenges and work with the team to overcome them
- Assist in building daily finance reports with Financial Coordinators

Mar 2020– Aug 2021 Ets. F.A Kettaneh/ AUDI (Lebanon) – Position: Accounting Coordinator

- Handled reconciliation of accounts payable/ receivable and statements of account
- Managed accounting transactions coming in and out of the company
- Generated payment requests and monitored spending and budgets

Sep 2018 – Feb 2019 Samir Co for Building & Contracting (Lebanon) – Position: Project Coordinator

- Joined meetings with companies requesting management restructuring & feasibility studies
- Aided in stock management & incoming order checkups for projects running
- Took part of purchasing meetings, learnt quality and pricing ranges for numerous products to be installed during finishing
- Handled delivery management & feedback collection for optimization
- Searched and kept look out for new possible locations that can be acquired and worked on
- Operated with different pioneers of numerous fields to put together project contracts

June 2017 Banque Du Liban (Lebanon) – Position: Finance/Accounting Internship

- Attended lectures to increase my knowledge in the finance and accounting fields
 - Aided in building business plans that were based on real life projects
 - Assisted in stock management and incoming order checkups for projects running
-

COMMUNITY SERVICE EXPERIENCE

Dar Al Aytam Non Profit Organization (Lebanon) – Position: Volunteer

- Assisted in entertaining children by reading books for them & organizing games for them
 - Planned & executed fundraising activities for buying clothes/ toys for children
-

SKILLS AND INTERESTS

Languages Fluent in Arabic and English, Basic in French and Spanish

Computer Skills Microsoft Office (Word, Excel, PowerPoint), Quickbooks

Soft Skills Time Management, Coordination, Communication, Problem Solving, Team Building, Public Relations, Teamwork, Leadership, Organization, Purchasing, Optimization

Technical Skills Research, Data Analysis

Hobbies Diving, Basketball