

Ali Rawi Mokdad

Personal Information

- **Gender** : Male
- **Date & Place of Birth** : Baalbeck 1996/4/25
- **Nationality** : Lebanese
- **Local Address** : Beirut - Lebanon
- **Mobile Number** : +961 71282515
- **E-Mail Address** : ali.rawi.mkd@gmail.com

Education

- **Lebanese International University – School of Business** **2016-2018**
Management Information Systems.
- **KPMG Lebanon – Master Class** **2017**
Master Class In Business Case Analysis.

Work Experience

- **Royal Tobacco Group (Al Fakher company)** **2018 to Present**
Beirut - Lebanon
Position:
 - **Accounting Manager.**
Duties and Responsibilities:
 - Establishes internal controls and guidelines for accounting transactions and daily / monthly budget preparation.
 - Audits accounts to ensure compliance with the Lebanese law regulations; coordinates with outside auditors and provides needed information for the annual external audit.
 - Provides financial analysis with an emphasis on capital investments, pricing decisions along with the manager decision.
 - Banking checks clearance.
- **Rabah Tobacco Group** **2017 to 2018**
Beirut - Lebanon
Position:
 - **Store Manager.**
Duties and Responsibilities:
 - Undertaking store administration duties such as managing store budgets and updating financial records.
 - Monitoring inventory levels and ordering new items.
 - Oversees staff members productivity.
 - Banking checks clearance.
- **AUDI Bank – Lebanon** **2016 to 2017**
Beirut - Lebanon
Position:
 - **Bank system comprehensive internship (3 months).**
Duties and Responsibilities:

- Receive checks and cash for deposit to savings and checking accounts, verify deposit amounts, examine checks for endorsement and negotiability, place holds on checks as needed and enter transactions into bank records
- Balance cash drawer daily; verify and wrap currency; follow teller performance guidelines when processing cash differences.

Languages

	Reading	Writing	Speaking
● Arabic	Native	Native	Native
● English	Fluent	Fluent	Fluent

Skills

- **Soft Skills:**
 - Teamworker.
 - Adaptive to different cultures.
 - Creative problem-solving skills
 - Committed.
 - Meets deadlines.
 - Works under pressure and any circumstances.
 - Presentation skills.
- **Computer Skills:**
 - MS Office (Word - Access - Excel- PowerPoint).
 - Microsoft Dynamics Navision.
 - Adobe (photoshop).

Certificates: Hard Copies will be provided upon request

- **AUDI Bank – Lebanon** 2017
Complete Bank system comprehensive internship.

Voluntary

- **Wattpad Platform** 2019 to Present
Position:
 - **Wattpad Ambassador (Data Team):**
Duties and Responsibilities:
 - Collect and sort through data.
 - Support the community.
 - Assist in organizing stories.
 - Run community initiatives.
 - keep everyone up to date on news and updates.

Interests

- Self-published author.
- Avid reader.

References

All References are available upon request.