

ABBASS RIAD AL-ANNAN

Accounts Receivable Administrator

PERSONAL SUMMARY

Accounts Receivable Administrator with 4 plus years of progressive experience in B2B and B2C field. Seeking to enhance my professional skills in a dynamic and stable workplace and to solve problems in an effective/creative manner in a challenging position in order to build a long-term career within your company that offers opportunities for career growth and development.

WORK EXPERIENCE

Saba & Co. Intellectual Property S.a.l (Offshore)

Accounts Receivable Administrator

Hazmieh – Lebanon

June 2017 – November 2020

SABA
INTELLECTUAL
PROPERTY

Duties:

- Performing operational account management and front-line customer support in dispute/resolution of customer discrepancies, including collection efforts/chargebacks and aging on all accounts for the customer base with sales totaling over USD 3 million annually.
- Facilitating payment and collections for over 80 independent accounts for the GCC & LEVANT area.
- Contact clients by phone and email to secure timely payment of open invoices and resolve payment disputes
- Ensuring credit and A/R policies are followed, sets up new accounts, runs credit checks using agents and sends out references to determine if a credit line is granted.
- Researching & reviewing credit card information on merchant services sites.
- Processing accounts and incoming payments in compliance with financial policies and procedures.
- Overseeing cash application process; incoming wires, checks, credit cards. Preparing and submits check and credit card refunds, deposits.
- Maintaining accounting ledgers by verifying and posting account transactions, providing weekly/monthly reporting of AP aging to A/R management.
- Issuing debit/credit memos relating to pricing issues and service quality issues.

KEY SKILLS AND COMPETENCIES

- Ability to priorities and manage expectations
- Keen eye for details
- Ability to work independently
- Ability to communicate articulately and efficiently with other people within the company
- A mathematical background
- Information gathering and management
- Customer service

Internships

•Blom Bank

Outdoor sales (Retail Department)

•Banque Du Liban

Bank Teller

•Banque Libanaise pour le Commerce

Trainee

•Lebanese American University

Student Assistant at the VP Office and at the Marketing and Communication Department

2015–2016

Beirut – Lebanon

2016 –2017

Beirut – Lebanon

2015 –2016

Beirut – Lebanon

2015–2016

Beirut – Lebanon

ACADEMIC QUALIFICATIONS

Lebanese American University

BS Business Studies - Banking & Finance

September 2012 – January 2016



REFERENCES

AVAILABLE UPON REQUEST

AREAS OF EXPERTISE

- Accounting
- Finance and Economics
- Business Studies and Administration

LANGUAGES

- Arabic (Native)
- English (Fluent)

PERSONAL SKILLS

- Proactive
- Organized
- Multi-tasker
- Detail Oriented
- Approachable

CONTACT

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