

# Ahmad Swaidan

My attribute is my determination to accomplish goals in my previous job, even when its difficult, in order to makes a difference to the company as a whole. I've always been appreciative of what the organizations I have worked for have done for me, and wants to do my absolute best for the company I work for.

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## EDUCATION

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Lebanese University of Economic Sciences and Business Administration

Bachelor's degree in BA, Accounting and Auditing.

2012 – 2015

## WORK EXPERIENCE

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### Rate and Routing Assistant Manager

NetTalk S.A.L. Off shore

*09/2019 - Present*

*VOIP Company*

*Achievements/Tasks*

- Comparison of profit resulting from each transaction according to the deals closed.
- Communication with clients and schedule meeting.
- Coaching and developing existing employees.

### Rate and Routing Department

NetTalk S.A.L. Off shore

*12/2015 - 09/2019*

*VOIP Company*

*Achievements/Tasks*

- Uploading and Sending of all new rate offers.
- Arrangement of the route according to stats and available costs.
- Monitoring carrier traffic.

### NOC (Network Operations Center)

NetTalk S.A.L. Off shore

*09/2014 - 12/2015*

*VOIP Company*

*Achievements/Tasks*

- Network monitoring and updates.
- Network analysis and routine troubleshooting.
- Identification and prevention of any potential issues regarding the network.

### Trainee

- Credit Libanais Bank

08/2014 - 09/2014

*Achievements/Tasks*

- Communication with customers, employees and other relevant contact points to respond to inquiries.
  - Arranging loan applications and documents with clients.
  - Giving information about interests and monthly payments.
- Hamady Bros. for *Auditing and Accounting*  
04/2014 - 06/2014  
Training 3 months including all accounting transactions and data entry.

## SOCIAL EXPERIENCE

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I have social working experience within my community as I was an active member of the administrative board of Cultural Association Youth Forum in TYRE, where I was responsible for supporting the logistic team and I participated in all implemented activities, and I shared in distribution of in-kind and cash assistance, also coordination with other community based organizations in many fields such as cleaning campaigns, and visiting the home for the elderly and orphaned children.

## CERTIFICATES

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- **Practical Accounting Academy** (07/2021 - 11/2021),  
**Phone:** 0096171353818, **Email:** info@paa-lb.com
- Full courses on "Bird Accounting Software" certificated as Junior, Senior and Chief Accountant including:*
- Sales and Purchasing
  - VAT
  - Salaries and Wages
  - Capital-Assets-Expenses
  - Customs and Clearance
  - Profit and Loss
- **YOUTH CAN MED 2010 (2010)**  
*A former participant in YOUTH CAN MED 2010 (Help Our Mother Earth) in the arranged workshop (Certificate Available)*

## SKILLS

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- Management and Team work
- Computer skills(MS office: Word –Excel- Power Point)
- Monitoring and Analysing
- Complex problem solver
- Coordination and Multitasking

## LANGUAGES

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- Native: Arabic
- Fluent: English

## REFERENCES

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- Hussein Trad – CTO in NetTalk S.A.L. Offshore – Mobile: +96171720944
  - Sanaa Romyieh - Billing Manager in NetTalk S.A.L. Offshore – Mobile: +96170948902
  - Hanaa Taher – NOC Manager in NetTalk S.A.L. Offshore – Mobile: +96170043683
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