

CONTACT

ABDELRAHMAN ABDO

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OBJECTIVE

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my experience to serve companies and NGOs.

PERSONAL DETAILS

- Date of Birth : 10/9/1998
- Marital Status : Single
- Nationality : Lebanese

EXPERIENCE

2020 - 2021

- **Finance and Procurement officer**
World Monument Fund-Britain
 - Responsible for trainees selection and attendnace.
 - Following up and keeping track regarding the employees' attendance.
 - Responsible for preparing payroll and perdiem spreadsheets.
 - Documenting and archiving all documents and invoices.
 - Prepare payments for consultants and financial reports.
 - Responsible for day-to-day coordination of financial activities.
 - Providing financial activities assistance.
 - Managing bank account and cash flow and keeping full and proper accounts and records of income and expenditures, petty cash and miscellaneous expenses.
 - Assisting procrument of goods and services.
 - Identifying suppliers and obtaining estimates and pro forma invoices as required.
 - Preparing comparision sheets and purchase orders, tracking sheets and payment sheets.

Summer 2018 - Fall

- **Trainee**

2018

Bank MED

- Exposed to various branch operations such as Teller, Customer Service Representative and Operation Support.
- Attending a series of in-house programs addressing different banking arrays.

2017 - 2018

- **Accountant**

AlWissam for transit and transportation

- Monitoring expenses and profits.
- preparing monthly financial reports.
- Advising for local finance and tax regulations(VAT, income tax, NSSF)
- Finalizing goods from custom clearance and handling the good to the merchant.

EDUCATION

2017-2020

- **Bachelor in Business Administration/ Accounting**

Beirut Arab University

CGPA 3.94/4

2002-2016

- **Lebanese Baccalaureate/ Life Science Major**

International School Al-Koura

SKILLS

- Languages: Arabic(native speaker), English(advanced), French(basic)
- Microsoft office Skills: MS office (Word, Excel, Powerpoint)
- Accounting softwares: ERP and Baan system Dolphin system

REFERENCE

- **Wissam Abdo - "AlWissam transit and transportation"**

Manager AlWissam transit and transportation

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- **Stephen Battle - "World Monument Fund"**

Principal Project Director

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- **Rola Ejeh - "Bank MED"**

Head of Talent Management and Training

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