

AHMAD MAKKI

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Lebanon, Beirut



SUMMARY

Finance graduate with strategic and conceptual thinking and an ability to maximize customer relations by utilizing positive problem-solving techniques to meet organizational goals. Achieved a very good grade on my senior project in which I analyzed Aluxal company financial situation. A Sales Associate with over 3 years of experience in retaining customer service standards and time-management.

EXPERIENCE

8/2021 - 9/2022

ACCOUNTING INTERN

Perla Hotel
Lebanon, Beirut

- Daily journal entries using Minerva accounting system.
- Prepared Financial reports including Trial balance and Balance sheet.
- Support insurance accounts in reviewing and clearing invoice adjustments.

11/2021 - 1/2022

FREELANCE ACCOUNTANT

Self Employed
Lebanon, Beirut

- Developed Excel project for stock management, accounting entries and sales reports (purchase, expenses and revenues).
- Created daily reports for more than 300 clients per day.
- Devised a system that solved the problem of fetching information and issuing reports, which helped employees search for product information using VLOOKUP, as well as analyzing data and reports easily.

2/2021 - 10/2021

SALES ASSOCIATE

Cremino
Lebanon, Beirut

- Helped in reducing time of finishing orders from 1 week to 4 days.
- Appointed as a team leader for three events, managing a team of 5 members in each event.
- Answered more than 15 calls per day helping clients and providing information about new products, with the ability to convince 30% prospect clients to purchase our products.

9/2017 - 12/2019

SALES ASSOCIATE

ABC-Mall
Department
Lebanon, Verdun

- Contributed with the company in exceeding the season's sales target by 25%.
- Provided efficient and effective customer service to consistently meet and exceed customer expectation for building a good reputation.
- Managed more than 10 orders per day and served each within its delivery time.

EDUCATION

11/2021 - 9/2022

MASTERS OF FINANCE AND FINANCIAL INSTITUTIONS

Lebanese University
Lebanon, Hadath

9/2018 - 2/2021

BACHELOR OF FINANCE AND FINANCIAL INSTITUTIONS

Lebanese University
Lebanon, Hadath

Achieved a very good grade on my thesis in which I analyzed the financial analysis of Aluxal Company S..A.L.', through it's market value and performance using it's balance sheet and income statement, with providing suggestions on how they can enhance their financial status.

SKILLS

Soft Skills:

- Time Management skills.
- Strong Communication skills.
- Proactivity.
- Analytical skills.
- Team work spirit.

Digital Skills:

- Microsoft Office (Word, Excel, Power Point, Access)
- IBM Statistical Package for the Social Sciences (SPSS)
- Minerva

COURSES AND CERTIFICATES

9/2022

CORPORATE FINANCE

Smart Skills Group

- Capital Budgeting
- Working Capital Financing
- Capital Financing
- Dividend and Return on Capital

10/2022

ADVANCED EXCEL

New Horizons

- Working with Functions and Lists
- Analyzing Data
- Visualizing Data With Charts
- PivotTables and PivotCharts

11/2022

ANALYZING FINANCIAL STATEMENT

BCA International

- Analyzing Balance sheet, Income statement and Cash flow
- Analyzing Using Horizontal, Vertical and Ratio Analysis Methods

11/2022

EXCEL FUNDAMENTALS - FORMULAS FOR FINANCE

CFI

- Advanced Financial analysis setup
- Functions & Formulas used for Finance

LANGUAGES

Arabic: Native Language

English: -Reading (Fluent)
-Writing (Fluent)
-Speaking (Fluent)