



## PROFILE

Excellent communication and presentation skills, confident in dealing with all levels, skilled researcher, strong leadership skills and able to make decisions effectively. Ambitious to learn with high analytical skills and attentive to details and capable of multitasking. Problem solving skills, able to identify problems and implement corrective processes.

## CONTACT

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## HOBBIES

Music  
Cinema  
Technology  
Sports  
Science  
Fashion

# MAURICE NAAMAN

- **Birth Date** : 22/11/1996
- **Nationality** : Lebanese
- **Hometown** : Broumana
- **Current City**: Houmal

## EDUCATION

### **Antonine University**

September 2016 – January 2020 / Baabda, Lebanon

Bachelor in Business Administration Concentrated in Accounting and Marketing.

## WORK EXPERIENCE

### **Holdal - Abou Adal Group - Accountant**

**August 2021 – January 2023 / Dekweneh, Lebanon**

- Integrate daily POS sales into the accounting software to ensure the recording of daily sales, review the POS account balance and follow up on any discrepancy to ensure the accuracy of the balance.
- Book, control daily, and systematically all POS sales journals to ensure the completeness of sales.
- Perform monthly reconciliation to POS accounts to ensure the completeness and existence of information.
- Reconcile the credit card account (CCM), petty cash balance and validate the month and balance to ensure completeness and existence of information.
- Issue payments for the cash needed for the daily operations (procurement, minor suppliers, repairs, etc...) to maintain the custody of cash and perform the cash count of the safe at the end of each month under the supervision of the treasury unit to ensure the existence of funds and balances.

### **LIA Insurance SAL - Payroll and Treasury Bank Accountant** **April 2020 – July 2021 / Sin El Fil, Lebanon**

- Maintains financial assets and debt including overall leadership of the cash management
- Ensure the maintenance of corporate liquidity and financial stability
- Develop and manage strategies, operations, policies and budgets relating to treasury activities
- Revision of financial policies for working capital, foreign exchange and financial risk management

## SKILLS

Communication  
Personal Management  
Social Media  
Client Relations  
Microsoft Word  
MS Excel  
Flexibility  
Work under pressure

## LANGUAGES

English - Proficient  
French - Proficient  
Arabic - Native

## REFERENCES

Available upon request

### **Citrus World of Shopping - Marketing Coordinator October 2019 – March 2020 / Sin El Fil, Lebanon**

- Provides overall day to day customer service and support to ensure the effective execution of marketing and advertising campaigns.
- Responsible for brand coordination, prepare reports and maintaining databases.
- Promotion and media, stock management and coordination with the sales team.

### **Chedid RE Capital Holding - Quality Control Specialist April 2019 – August 2019 (Internship) / Baabda, Lebanon**

- Perform Basic administrative tasks such as printing, scanning, and uploading formal documents of files for retrieval purposes.
- Printing the production for various lines of business
- Briefing on Property insurance, and how the brokerage firm operate
- Working on Pivot System, an insurance and reinsurance computer software
- Review and generate correctly the placement of cover notes for casualty line of business by ensuring alignment to the binding process to avoid any coverage gap.
- Perform call monitoring and transaction review for quality control on data processing, claims processing, and report processing. Provides monthly results to management team.

### **Wesley's Wholesale - Front End Supervisor September 2016 – June 2018 / Hazmieh, Lebanon**

- Responsible for the daily running of POS and cash register area.
- Ensure maximum security and attention to the checkouts.
- Provide excellent impression of customer service hosts.

## COURSES

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**Customer Service Excellence - Standards Training  
Academy  
November 2018 – December 2018**