



Adnan Al Masri

A driven individual who has a strong interest in business and management, with a passion for progression and a strong analytical understanding of businesses. Demonstrates a focus on the achievement of financial targets and elevates a work culture to embrace productivity and profitability.

EDUCATION

Bachelor Degree In Business And
Administration Management

Lebanese International University - LIU June 2022

Baccalaureate In Sociology And
Economics

Lycee Rdwan Itawi June 2017

WORK EXPERIENCE

Sipco SAL | Kfarchima , Beirut Feb 2022 - Present

Junior Accountant

- Updating financial statements, maintaining accounts receivable and accounts payable, and preparing financial reports.
- Preparing and entering journal entries into PIMS accounting software.
- adjusting, processing and input daily cash receipts into Excel spreadsheets.
- Reviewing and processing invoices, sales tax, and purchase orders, ensuring the accuracy of all data.
- Assist in financial and tax audits, and general ledger preparation.
- Update the financial database to make sure that all the information present is accurate and immediately accessible when required.
- Supporting the department and the organization through research, investigation, and resolution of defined issues and problem-solving with internal and external customers.

Fitness Zone | Hamra, Beirut May 2021 - Jan 2022

Senior Front Of House

- Managing transactions using cash registers.
- Cashing up and banking at the end of each shift and ensuring that shifts are balanced.
- Processing membership applications and fees, collecting insurance information, and issuing memberships.
- Sending daily & monthly cash reports.
- Generating and exporting data reports, spreadsheets, and documents as needed.
- Provide exceptional customer service experience to all members, non-members and users of the facility.

CONTACT

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KEY SKILLS

- Project Management and planning
- Analytical and Problem solving
- Financial Intelligence
- Software Proficiency
- Database management
- Time management
- Conflict Resolution

SOFTWARE

MS Excel ● ● ● ● ●

MS Word ● ● ● ● ●

MS Outlook ● ● ● ● ●

LANGUAGES

English ● ● ● ● ●

Arabic ● ● ● ● ●

REFERENCES

References Available
Upon Request

Spinneys I Hazmieh , Beirut

Nov 2019 - March 2021

Customer Service Representative

- Handle complaints, provide appropriate solutions and alternatives within the time limits, and follow up to ensure resolution
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Respond to customer emails and telephone calls to resolve problems such as payments, refunds, and warranties.
- Use sales computer technology to maintain customer records and orders.