

# Nader Al Ajouz

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## Education

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### University of La Sagesse

Master's degree Supply chain

Furn El Chebbak

April 2021 - Present

### American University of Science & Technology ( AUST )

Bachelor's degree Finance

Achrafieh

September 2014 - June 2017

## Work Experience

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### Droguerie de l'Union

*Receivables Officer*

Hadath-Baabda

March 2021 - Present

- Ensuring receiving payments on timely manner in order to reduce the average collection period, and maintain a good relationship with the hospitals' management.
- Assists in monitoring, for hospitals and wholesalers of my assigned area, the receivables of the company for both pharma and non-pharma hospital supplies and backs-up the collection operations.
- Visits hospitals on need basis to ensure all agreed payment terms are clear.
- Preparing the collector's routing for collection.
- Building strong relationships with key receivables clerks to enhance the collection process.
- Releasing the orders related to hospitals based on Credit Limit and Payment terms.
- Updates credit balance reports.
- Updating and reporting the financial situation of the problematic accounts.

### Droguerie de l'Union

*Invoicing operator*

Hadath-Baabda

May 2019 - March 2021

- Issue and process the invoices & credit notes correctly and on time.
- Accomplishes the Invoicing Process.
- Accomplishes the Credit Notes Process.
- Issues transaction-listing report on daily basis & forwards it to the delivery note controller.
- Inventory spot check activity.

### Ziadeh Group

*Junior Accountant*

Nahr El Mot

April 2018 - November 2018

- Daily claims reporter
- Daily sales reporter
- Sales assisting
- Payment's receiver

## Skills

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- Problem Solving.
- Critical Thinking.
- Flexibility.
- Communication skills.
- Team work.
- Creativity.
- Computer Skills: Excel, Microsoft Word, Powerpoint.
- Office applications: Wizard, Oracle.

## Trainee

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Internship at BankMed

Achrafieh

May 2017 - June 2017

## ADDITIONAL INFORMATION

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- **Languages:** Fluent in Arabic and English.
- **Nationality:** Lebanese.