

AHMAD BAZZI

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6th February 1998

Beirut, Lebanon

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EDUCATION

University of Saint Josph – Business Administration

Master's Degree in Business Administration with Emphasis in Entrepreneurship & New Technologies

Beirut, Lebanon

Class of 2021

- Relevant Coursework: Financial Statement Analysis, Advanced Financial Management, Micro & Macro Economics, International Finance, Investments, Business Planning, Digital Technologies, Development multimedia, Company Creation.

University of Saint Josph – Business Administration

Bachelor's Degree in Business Administration

Beirut, Lebanon

Class of 2019

WORK EXPERIENCE

Al-Rayan Energy & Power Co.

Assistant Manager

Beirut, Lebanon

May 2022 – Present

- Perform financial analysis and reporting to support decision-making processes.
- Oversee accounts payable and receivable, maintaining strong vendor and client relationships.
- Develop and manage budgets, monitoring variances and providing recommendations for improvement.
- Key Achievements: Led a team in successfully reducing outstanding receivables by 20% through improved tracking and collections processes.

Kanj Travel Agency – RD Group

Accountant Intern

Beirut, Lebanon

March 2022 – May 2022

- Collaborated with the senior accountant to understand job responsibilities, accounting systems, and prepare reports.
- Generated and processed invoices, ensuring accuracy and timely delivery to clients.
- Developed strong computer and accounting software skills.
- Cultivated effective communication skills while interacting with clients and contributing to company goals.
- Contributed to the preparation of accurate and comprehensive financial statements.
- Technical Skills: Fox accounting system.

Beirut International School

Academic and Accounting Coordinator

Beirut, Lebanon

August 2021 – March 2022

- Managed tuition fees and scheduled payments for the students.
- Following up on receivables, specifically the tuition fees.
- Arranged the academic schedule and examination times.
- Processed official and legal documents of the school.

ADDITIONAL INFORMATION

Languages: Fluent in French, Advanced in English, and native Arabic Speaker.

Computer: Proficient in Excel, PowerPoint, Word, Beginner in JavaScript and C++, Fox Accounting System

Certifications: Completed a certificate in DELF (Diplôme d'études en Langue Francaise) Level B2

Soft Skills: Communication, Teamwork, Organizational, Analytical Reasoning.