



AHMAD HUSSEIN

Financial and Banking Officer, Sales, and Operations Specialist

Financial and sales officer with experience in customer service and assisting businesses in enriching their data with sales intelligence and financial savings. Assisted with financial services by managing their big data effectively and directing their financial records monetarily, resulting in over 100 clients and 100% profit.

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WORK EXPERIENCE

01/2024 - Present

Accountant | Xport Group | Beirut, Lebanon | Construction & Marketing

XPORT GROUP is a Group of companies specialized in Marketing, Trading and Agency Representation based in Dubai.

- Reconciled bank accounts and managed the general ledger to comply with the financial statements.
- Created income statements and balance sheets to summarize a company's financial status.
- Collaborated with internal and external auditors to ensure legal compliance.
- Maintained accurate records, issued payments, assisted with end-of-year closing, and calculated depreciation for fixed assets.

03/2023 - 01/2024,

Junior Accountant / Supply Chain Specialist | C Way Trading SARL| Beirut, Lebanon | FMCG

- Booked and issued valid invoices and got the necessary signatures to establish the integrity of the transaction.
- Via Jab software, maintained financial records, documented bills, and managed accounts receivable and payable.
- Ordered additional supplies and sold excess inventory to prevent running out of stock.
- Handled raw material procurement with supplier contracts.
- Examined inventory for shortages or surpluses.
- Established relationships with suppliers for quality and timely delivery of products.

08/2022 - 12/2022,

Shop Manager | Santa Nata, Al Sraiya Holding Group | Doha, Qatar

An investment Holding Group based in Doha, Qatar with businesses, investments and partnerships in 9 countries.

- Recruited 100% international staff to enhance multicultural customer satisfaction at the 2022 FIFA World Cup.
- Boosted the sales index by about 100% during the first month and during FIFA 2022.
- Managed 5 different shop locations and reported back to senior management.

01/2020 - 07/2022,

Remote Operations Manager | Try1Buy2 | Michigan, USA | *Liquidation and retail company*

- Led the preparation and finalization of the procurement plan, budget, statement of works, contracts, and documents required starting in 2020.
- Acknowledged inventory duties, which prospered by 20%. Manipulated Shopify webpage ingeniously and answered customer queries through Shopify ping.
- Purchased over 500 pallets for electronic equipment and prepared a weekly budgetary justification.

02/2019 - 02/2021,

Credit Controller (Account Receivables - AR) | DHL Express | Beirut, Lebanon

Spearheaded the most famous worldwide logistics company that serves the needs of emerging global nations with its outstanding shipping services.

- Communicated daily with at least 60 corporate customers for overdue payment collection.
- Achieved 100% KPI for two consecutive months, which resulted in customer satisfaction and process quality.
- Escalated profit by 75% while maintaining good relationships with customers and meeting business targets.

01/2018 - 01/2019,

Bank Teller | Fenicia Bank SAL | Beirut, Lebanon

Built among the 5 most well-known domestic banks. It focuses on smooth and easy transactions between both the customer and bank.

- Managed to have a successful and trust-worthy deal for 50 clients a day.
 - Increased transactions and credit loans by 35% during the year.
 - Conserve 100% accurate drawer counts with the correct handling of cash transactions.
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EDUCATION

10/2016 - 01/2020
Bachelor's Degree in Banking and Finance | Lebanese International University.

- Graduated on January 24, 2020, with A grades in financial and banking majors.

SKILLS

Microsoft Dynamics Navision	Shopify	CRM / ERP Software	Amazon FBA Seller	Google Suite
Stock Control and Management	Advanced Excel (Pivot Table- VLOOKUP)	QuickBooks	Bookkeeping	Social Media Marketer
Communication and Interpersonal	Micros Operating Software	Cisco Software	Jab Group Accounting Software	PIMS Accounting Software
People 365 HCM Software	Trello Software	Warehouse Management	Microsoft Office	Supply Chain Management
Procurement Activities	Operational Management	AR and AP Accounting	Project Coordination	Budgeting & Forecasting

CERTIFICATES

- Shopify Expert (Udemy)
- Amazon FBA Seller Expert (Udemy)
- Facebook Shop and Ads Expert (Udemy)
- Optimize eBay Seller Listings (Udemy)
- Academic IELTS exam (Score 7.5)

LANGUAGES

- English Native or Bilingual Proficiency
 - Arabic Native or Bilingual Proficiency
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