

# Samir Jihad Atshan

## Accountant

### Summary

Seeking a challenging position with a company which will require me to utilize my analytical and technical skills, abilities and experience in accounting field to ensure the company's success. Highly motivated, self-confident and achiever. Proven ability to work independently, in teams and as a leader. Willing to learn new things, handle a demanding workload and take on additional tasks and responsibilities.

### Education

Business Administration	September, 2015 - July, 2018
Beirut Arab University	
High School	January, 2012 - July, 2015
Al Makassed Omar Ben El Khattab	
Elementary School	January, 1999 - July, 2012
Hariri 3 School	

### Work Experience

Purchasing Coordinator	October, 2022 - present,
The Key ApartHotel	
<ul style="list-style-type: none"><li>- Review and verify incoming invoices for accuracy, ensuring that all necessary information is present and accounted for.</li><li>- Process invoices in a timely and accurate manner, ensuring that payments are made in accordance with company policies and procedures.</li><li>- Collaborate with cross-functional teams such as Accounts Payable, Accounts Receivable, and Purchasing to resolve invoice discrepancies.</li><li>- Respond to vendor and customer inquiries regarding invoice status and payment issues, and ensure that all communications are handled in a professional and timely manner.</li><li>- Reconcile accounts payable and accounts receivable ledgers, ensuring that they are balanced.</li></ul>	
<i>Beirut, Lebanon</i>	
Hospitality	November, 2021 - March, 2022
Habitas	
Lebanese Task force in the opening of five stars hotel Habitas Al Ula	
<i>Al Ula, Saudi Arabia</i>	
Credit Cards Officer	February, 2019 - January, 2021
Blom Bank	
Sold wedding photography to prospective couples at the studio and discussed their photography needs.	
<i>Beirut, Lebanon</i>	

### Profile

Address	Beirut Tarik Jadide Al Basha Street Atshan Building Second Floor
Phone	+96171447232
E-mail	samiratshan@gmail.com

### Skills

Competent in Microsoft Office	● ● ● ● ●
Excellent time management	● ● ● ● ●
Preservant and hardworking	● ● ● ● ●
Fast learner and quick adaptation to work environment	● ● ● ● ●
Ability to work in a team	● ● ● ● ●

### Languages

English	: Expert
French	: Intermediate
Arabic	: Expert

Sales Representative **February, 2018 - January, 2019**

Cloud Computer

Sales at cloud computer for services and solutions (sales of computers, lap- tops, printers, software and hardware)

*Beirut, Lebanon*

Intern **January, 2018 - January, 2018**

Bankmed

Internship at Bankmed, learning about bank operations tellers, customer services and claims in the bank operations

Intern **November, 2017 - December, 2017**

Sidani & Co. (Auditors & Tax Consultants)

## **+ Personal Information**

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Father Name : Jihad Atshan  
Mother Name : Rouwayda Makari  
Gender : Male  
Marital Status : Single  
Birth Date : 04/03/1997  
Nationality : Lebanese

## **+ Personal Interests**

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Football, Basketball, Swimming, Table Tennis