

## **Jad Hammoud**

Lebanon - 00961 70 246 781

05/01/1992

jadhammoud@outlook.com

### **Education**

October 2014 – February 2016	Arts, Sciences & Technology University in Lebanon Master in Business Administration – 4.0 GPA
September 2011 – January 2014	American University of Technology Bachelor of Arts in Hospitality Management

### **Work Experience**

August 2022 – January 2023	Insurance Advisor and Consultant at Bankers Assurance SAL Zouk, Lebanon
September 2018 – January 2021	Accountant and Cards Sales Assistant at Issa Petrol Trade (IPT Group), Credit Commercial Fueling (CCF) and Lebanese Gas Stations (LGS) – Amchit, Lebanon <ul style="list-style-type: none"><li>- Manage all accounting transactions</li><li>- Publish financial statements in time</li><li>- Handle monthly, quarterly and annual closings</li><li>- Ensure timely bank payments</li><li>- Handle Banks Reconciliation</li><li>- Manage balance sheets and profit/loss statements</li><li>- Report on the company's financial health and liquidity</li><li>- Audit financial transactions and documents</li><li>- Reinforce financial data confidentiality and conduct database backups when necessary</li><li>- Comply with financial policies and regulations</li><li>- Issue client payments, purchases, receipts, sales and journal vouchers etc..</li><li>- Issued and assisted with the sales and marketing of IPT Fuel cards (GoGas, Selfservice, prepaid), handled the necessary transactions and monitored them VIVA software (VIVA is a software that helps IPT Cards holders to access their online balance, track 24/7 transactions and have the flexibility to check product consumption, limitation, time of transaction etc..)</li></ul>

Credit Commercial Fueling (CCF) and Lebanese Gas Stations (LGS) are subsidiary companies owned by IPT Group

May 2017 – April 2018	Administrative Assistant & Receptionist at San Stephano Resort Batroun, Lebanon
September 2014 - August 2015	Accountant at Safadi Foundation - Tripoli, Lebanon
May 2013 - August 2014	Accountant at Joumana's Gallery - Tripoli, Lebanon Translator at EyeEm

Volunteered to translate EyeEm iOS and Android apps to Arabic  
EyeEm is a free photo-sharing and discovery app for iPhone & Android

February 2013 – May 2013

Receptionist at Chaar and Sultan Restaurant - Tripoli, Lebanon

July 2012 – January 2013  
Lebanon

Operations Supervisor at Lemon Garden Restaurant - Tripoli,

### **Skills**

#### **Languages**

Arabic: Native Language

English: Fluent (Reading, Writing, Speaking)

French: Intermediate (Reading, Writing, Speaking)

#### **Computer skills**

Advanced computer skills in: Microsoft Office - Use of a range of web content management systems (Apple iWork, Google Docs) - PMS System (Property Management System – Hotel OS)

Dolphin, VIVA Software Programs.

### **References**

Sherine Assaad, Marketing Coordinator, M.A.C “Al Shaya”, 0039 351 851 7423

Lina Kemayel, Professor, Lebanese University, 00961 3 481 814, lkemayel@hotmail.com

Ihab Kalaoun, Manager, Lemon Garden Restaurant, 00961 3 856 761