

Rouaa Abdelkarim Aboudallah

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Career objective:

Motivated graduate from Lebanese International University, where I completed a Bachelor's degree in Banking and Finance. Currently looking for Business Administration job or any other related position with a forward-thinking organization that offers the opportunity to utilize my personal skills and abilities.

Education:

- Bachelor degree in Banking and Finance, Lebanese International University, 2019 – 2022.
- Junior Accountant Level, Practical Accounting Academy, Saida - Lebanon, December 22, 2023 - December 29, 2023

Practical Training in:

1. Accounting and inventory software.
2. Adding accounts and items/inventory.
3. Processing purchasing invoices.
4. Creating payment vouchers.
5. Handling return purchases.
6. Supplier reconciliation.
7. Generating sales invoices.
8. Managing receipt vouchers.
9. Customer reconciliation.
10. Managing categories, families, and subfamilies.
11. Bank statement reconciliation.

Employment:

- Halawi Exchange Co, Tyre – Lebanon, May 15,2023 – June 14,2023.

Training in:

1. Maximizing profit through currency differentiation.
2. Implementing transaction systems.
3. Visualizing the process through printing.
4. Account statements training.
5. Entering daily transactions effectively.
6. Cancelling bonuses: A Step-by-Step guide.
7. Facilitating daily financial operations transfer.
8. Cultivating strong relationships with new and existing customers.

- Mashrek Medical Diagnostic Center (MDC), Tyre – Lebanon, September 2023 – December 2023. (present)

Responsibilities:

Receptionist:

1. Greeting patients and visitors, and determining the purpose of their visit.
2. Coordinating patient flow by providing correct admission ticket numbers and guiding them to the appropriate departments such as laboratory and Radiology.
3. Ensuring smooth movement of patients within departments by having knowledge of all departments, entrances, and exits.
4. Familiarity with staff members in each department and facilitating communication between departments, especially during emergencies.
5. Addressing inquiries from patients and visitors.
6. Reporting any potentially unsafe conditions, complaints, requests, and recommendations to management.

Skills:

- Languages: Arabic (First language), English (Intermediate).
- Computer Skills: Microsoft Office.
- Data entry.
- Good communication skills.
- Adaptability.

References:

Available upon request.