

Ayman Al Souki

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PROFESSIONAL SUMMARY

Business management student with 5+ years of professional experience in accounting and financing, with a background in inventory audits, customer service, account management, financing, and material handling experience I am an added value for the organization and seeking a similar role at your organization.

EDUCATION

American University of Culture and Education, Beirut, Lebanon Nov 2015-June 2018
Bachelor degree in Business Management
GPA: 3.14

Choueifat Official Secondary School, Beirut, Lebanon July 2015
Baccalaureate in Economics and Sociology

EXPERIENCE

Kurban Travel, Sin El Fil, Lebanon Feb 2023-March 2024
Hotel Reservation Agent (Strategy& Co.)

- Attended inbound/outbound calls and emails to make reservations for corporate travel, meeting and group travel
- Checked the availability of accommodation and transportation on the customers' desired travel dates
- Processed cancellations and modifications and promptly relaying this information to the hotel reservation department
- Provided support to customers who may need to amend or cancel a reservation
- Tracked future room availabilities on the basis of reservations

Medical 2000 Hospital, Choueifat, Lebanon June 2021-Nov 2022
Billing Specialist

- Inputted clinical codes into medical classification software so that patients can be reimbursed by Ministry of Health, National Social Security Fund and insurance companies
- Entered healthcare records in the proper format required for medical registries and databases
- Maintained comprehensive electronic records so medical personnel can retrieve, analyze, and report on data when needed
- Assured that patients' data is kept confidential at all times.
- Reviewed patient's medical records for any preexisting conditions and/or previous care to make sure that the data is coded the right way

Medical 2000 Hospital, Choueifat, Lebanon June 2021-Nov 2022
Admission Representative& Cashier

- Served as a liaison with insurance companies regarding the admission of their subscribers and logs notifications made
- Assigned beds to new admissions, arranged transfers, maintained a list of available bed board index of patients and entered discharges and transfers into the system
- Performed pre-admitting activities, received bookings from physicians and interviewed patients before admission to obtain required information. Assembled admission folders containing patient's paperwork

- Created daily, weekly and monthly reports from clinical financial data
- Tracked and managed patient's cash flows, credit and insurance payments

BLOM Asset Management Company, Beirut, Lebanon
Fund Analyst

March 2019-April 2020

- Calculated and updated fund's Net Asset Value (NAV) including computation of income and expenses
- Managed mutual funds launched by BLOM Invest through rotations among the team
- Maintained and updated each fund's portfolio with trade processing, positioning update and shareholder's subscriptions/redemptions
- Prepared financial reports of The Central Bank of Lebanon and fact sheets for BLOM clients

Grand Cinemas Galaxy, Beirut, Lebanon
Inventory Controller

Feb 2017-Feb 2019

- Planned for sales and stock-outs, optimized inventory for maximum benefit and prevented the pile-up of dead stock
- Made daily/monthly inventory to ensure the equality between system and physical count
- Monitored and maintained current inventory levels; processed purchasing orders as required; tracked orders and investigated problems
- Recorded purchases, maintained database, performed physical count of inventory

PROJECTS

Waste& Seawater Management – Waste and sea water treatment due to the lack of water in the high population environments, it discusses the treatment process of both and how the work should be among all levels of management in the company.
 This project was presented in the following years 2016-2017

WORKSHOPS AND CERTIFICATIONS

Getting Started in Your Career by Bank Audi

- Understanding LinkedIn and its importance in securing a future career

The Fundamentals of Digital Marketing online by Google

- Understanding how digital marketing works and knowing its basics

SUMMARY SKILLS

Languages: Arabic (native)

English (fluent in reading and writing)

French (fair in reading and writing)

Computer skills: Microsoft Office Word, Excel, Power Point, email and social media

Soft skills: Team work, work ethic, flexibility and communication

Interests: Artificial Intelligence, creative writing and endurance sports

Software: Microsoft Dynamics 365 Business Central, Meta Soft, Squirrel POS