

Amal Krayem

Accountant | Business Management Specialist

PROFILE

Accomplished professional with extensive experience in management, process improvement, and problem-solving. Possess expertise in purchasing, inventory control, customer service, and office management. Ensure an effective communication bridge where the information flows efficiently between the employees and the company. Support strategic business management consulting by generating metrics and drafting reports to support business strategies.

Well-organized with exceptional attention to details. Seeking opportunities to utilize my skills and expertise to contribute positively to the growth and success of a reputable organization by going above and beyond.

EXPERIENCE

2020 - Present

Developed Structures Engineering | Beirut, Lebanon

ACCOUNTANT & MANAGEMENT COORDINATOR

- Preparing financial reports (receivables, payables, payroll, balance sheet, Income statement and cashflow statement) for top management.
- All the tasks mentioned in the "Accountant" role below.
- Serving as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues.
- Managing Business and administrative databases to help facilitating business decision making.
- Assisting with the projects development and planning to ensure more efficient services.
- Managing some HR related issues.

2015 - 2016

Airport Pharmacy | Beirut, Lebanon

ACCOUNTANT

- Posting journal entries.
- Performing inventory and cash counts.
- Recording financial transactions, including purchases, receipts, sales, and payments.
- Providing business owners with financial insights based on information gleaned from the bookkeeping data.
- Maintaining bookkeeping and reconciliations.
- Calculating monthly payroll.
- Maintaining employee records.

2012 - 2012

BLOM Bank | Beirut, Lebanon

INTERN

- Job rotating among different banking tasks and duties.

REFERENCES

- **Prof. Abdalla Nassereddine**, Economic Attaché - Embassy of Lebanon to the United States of America.
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- **Dr. Pierre Al Khoury**, Economist and Senior Academician - Secretary General of the Lebanese economic association.
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- **Dr. Abdul Rahman Beydoun**, Senior Academician, Professor of management at BAU.
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CONTACT



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EDUCATION

2019

**MASTER OF BUSINESS
ADMINISTRATION (MBA)
WITH OUTSTANDING PERFORMANCE**

Beirut Arab University

2014

**BACHELOR OF BUSINESS
ADMINISTRATION**

Beirut Arab University

Expertise

AIS Orange system

Microsoft Word

PowerPoint

Excel

SPSS

Language

English

Arabic