

Hasan Khalil

Lebanon | +961 71 386 214 | hassanbkhalil@gmail.com | September 9th 2000

PROFILE SUMMARY

As an accountant, my work in accounts receivables had made me a dedicated professional known for hard work and commitment, responsible for ensuring that an organization's financial records are accurate and up to date. My international experience has allowed me to meet a lot of costumers and to properly manage all of their accounts, and that payments are received on time.

WORK EXPERIENCE

Socimex Group SARL, Accounting, Accounts Receivable, Congo, Kinshasa June 2022 – December 2024
Foodstuffs, Importing & Exporting

- Working with the Dolphin system, in the Commercial Depoartment, dealing with costumers and companies.
- Managing Costumers accounts, Credit & Debit Notes, Credit Limits.
- Keeping up with costumers, and following up with their payments, overdue, and statement of accounts.

Forza Motorsports, *Data Entry & Reception*, Qatar March 2021 - May 2022
Pre-owned luxury car exhibition and mechanics

- Conducted data entry product category, names, and prices
- Took care of some human resources applications, such as employment and staff salaries

ADDITIONAL EXPERIENCES

• **Dunkin Donuts**, Hazmieh, Lebanon October 2020 – February 2021
Cashier, Barista

SKILLS

- **Computer Skills:** can work with Excel, and good in making reports
- **Language Skills:** Fluent in English & Arabic, speak some French
- **Management Skills:** Problem solving, Costumer service, Creative, Active listening, Good at Organizing and Communicating

EDUCATION

(LIU) Lebanese International University, *Bachelor in Accounting*, Beirut, Lebanon
