

Objective

To enhance my skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Personal Details

- Date of Birth : 30/11/2001
- Marital Status : Single
- Nationality : Lebanese
- Gender : Male

Education

- **Modern University For Business And Science**
Bachelor Degree In Business Administration
- **Practical Accounting Academy** 2022-2023
Diploma In Human Resources Management
- **Institute Libanel Technique** 2019-2021
Baccalaureate Technique In Accounting Information System

Experience

- **Practical Accounting Academy** 2023 - 2023
Human Resources Management Internship
-Preparation And Payment For Salaries And Wages.
-Preparation For NSSF Declaration.
-Practical Work On Payroll System.
- **MMKN Organization** 2022 - 2023
Volunteer Coordinator Specialist
-Delegating Tasks Effectively To Appropriate Team Members.
-Managing Schedules.
-Tracking And Filling Attendance Sheets.
- **Dan's Restaurant** 2019 - 2020
Accountant
-Managing Balance Sheets And Profit/Loss Statements.
-Managing All Accounting Transactions
- **Candle Factory** 2018 - 2019
Production Manager
- Supervising Packaging And Distribution Process.
- Evaluating Employee Performance.

Certificates

- Certificate Of Achievement In Fundamentals Of Computer Systems & Applications.
- Certificate Of Achievement In Payroll System Workshop.
- Certificate Of Achievement In Performance Management Workshop.
- Certificate Of Achievement In Training And Development Workshop.
- Certificate Of Achievement In Talent Retention Workshop.
- Certificate Of Achievement In Conflict Management Workshop.

Skills

- Microsoft Office Applications
- Strategic Planning And Time Management
- Collaboration And Team Building
- Data Analysis And Statistics
- Interpersonal Communication

Languages

- Arabic: Native.
- English: Professional Proficiency.