

# Ismail Marzouk

Date of birth: 28/1/1999  
Place of birth: Beirut, Lebanon  
Nationality: Lebanese  
Email: lmarzouk99@hotmail.com  
Phone: (+961) 70740042

## Career Objective

Banking and Finance graduate with practical experience in accounting and financial processes, including reconciliation, reporting, and budgeting. Looking to build a career in finance where I can apply my analytical skills and continue growing in a structured, results-driven environment.

## Academic History

**Antonine Univeristy - Baabda**  
FROM Sept. 2018 to June 2021  
Bachelor Of Science  
Banking And Finance  
GPA: 3.45

**Carmel Saint Joseph - Mechref**  
From Sept. 2002 to June 2017  
French Baccalaureate  
Sociology And Economics

## Core Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Sage (Accounting Tool)
- Ocean (Accounting Tool)
- Quickbooks (Accounting Tool)
- Communication and persuasion skills
- Time management and organization skills
- Critical thinking skills
- Interpersonal skills
- Problem solving skills
- Creative and detail oriented

## Specializations

- Bookkeeping
- Financial reporting
- Accounting
- Cash flow management
- Budgeting
- Financial management

## Languages

- Arabic - Native
- English - Fluent
- French - Fluent

## Career History

**Operations Manager**  
JCF Car Tunning Abuja, Nigeria

2025 - 2025

- Managed budgeting, monitored cash flow, and controlled operational expenses.
- Prepared operational and financial reports to support strategic decision-making.
- Negotiated contracts and maintained strong relationships with suppliers and vendors.
- Supervised staff schedules and performance to boost team efficiency.
- Improved operational processes to increase productivity and reduce delays.
- Handled client relations and resolved service issues to ensure customer satisfaction.
- Coordinated inventory management and parts sourcing to avoid service disruptions.

**Intermediate Accounting Agent**  
CMA CGM Beirut, Lebanon

2023 - 2025

- Performing day-to-day bookkeeping tasks .
- Monthly preparation of IFRS reports using Onestream, the Group's designated reporting tool.
- Reconciling intra-group accounts within a designated scope.
- Preparing statutory statements and tax returns on a regular basis.
- Serving as the primary point of contact for statutory/external auditors during their audit of annual accounts and any contractual audit engagements.
- Producing and analyzing forecasted accounts while ensuring the accuracy and compliance with the Group's principles and methodologies.
- Participating in various projects, such as implementing new regulations or enhancing IT tools, to drive continuous improvement and efficiency.

**Property Consultant**

Bear Property Consultants Beirut, Lebanon

2021 - 2022

- Consulting with clients to identify their needs, preferences, and financial concerns.
- Maintaining an extensive database of all properties for sale or rent.
- Analyzing market trends and demographics to identify the most sought-after and profitable areas.
- Finding clients in need of consultancy services through cold-calling, advertising, and business presentations.
- Developing strategies to increase the value of properties for clients looking to sell.

**Sales Representative**

Retail Group Beirut, Lebanon

2018 - 2019

- Knowledge of inventory stocking procedures.
- Cross-selling products encouraged customers to purchase products in addition to the original items they intended to purchase.
- Display management, ensured racks are always fully stocked and organized.
- Coordinated with the Retail Sales Representatives team to provide excellent customer service, especially during peak times.
- Customer service, answered customers questions about specific products/services and informed customers about discounts and special offers.