

Alaa Fadi Moumneh

Place and date of birth: Beirut , 17/08/1994

Mobile number: + 961 81 986 242

Email: alaa.moumneh8@gmail.com

Nationality: Lebanese

Marital Status: Married

Driving License: Available

Objective

A highly motivated and detail-oriented professional with a Bachelor's degree in Accounting Information System and over three years of experience in accounting and finance. seeking challenging opportunities to leverage my expertise in financial management, analysis, and reporting while contributing to organizational growth through dedication, commitment, and hard work.

Education

Lebanese International University:

Bachelor in Accounting Information System, 2018 Graduate

Professional Experience

***Obagi-Skin Fitness**

From 18/11/2018 till 30/4/2021 as "Accountant"

- Prepared and analyzed daily sales reports
- Managed journal vouchers and petty cash
- Processed payroll and handled employee salaries
- Conducted bank reconciliations and data entry tasks
- Managed VAT compliance and filing

***Bossini**

From 16/07/2015 till 26/10/2016 as "Sales Agent"

- Delivered exceptional customer service and achieved sales targets
- Built strong customer relationships to drive brand loyalty

***Retail Group**

From 4/02/2014 till 07/07/2015 as "Sales Agent"

- Promoted products and exceeded sales objectives

- Provided personalized shopping experiences to customers

Languages

Fluent in Arabic and French

Intermediate english

Skills

- -Strategic planning and analysis
- -Excellent communication and interpersonal skills
- -Decision making and problem solving
- -Analytical thinking and attention to detail
- -results-oriented and profit-driven

References

Available upon request