

ALI HAMDAN

Beirut, Lebanon
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EDUCATION

Lebanese University (LU) – Beirut, Lebanon	2024 - Present
Masters in Law	
Lebanese University (LU) – Beirut, Lebanon	2019-2023
Bachelor Degree in Law	
Riad Al Soloh School – Beirut, Lebanon	Awarded in June 2018
Lebanese Baccalaureate in Life Sciences	

PROFESSIONAL EXPERIENCE

Phoenicia University (PU) – Zahrani, Lebanon	September 2023 – March 2025
Finance Department	
<i>Inventory Control & Payments Officer</i>	
<ul style="list-style-type: none">• Monitor and maintain accurate stock levels• Order & Replenish inventory as needed• Conduct regular stock audits and reconciliations• Process & Verify payments to suppliers• Reconcile invoices with payment records• Ensure compliance with payment terms & policies	
International Business Alliance-Congo, Africa	July 2022 – September 2023
Finance Department	
<i>Administrative assistant</i>	
<ul style="list-style-type: none">• Managing CommunicationScheduling & Calendar Management• Office Organization• Document Preparation• Data Entry & Record Keeping• Supporting Staff & Management	
Brands & Beyond-Beirut, Lebanon	November 2021-June 2022
<i>Store Manager</i>	
<ul style="list-style-type: none">• Collaborated with a diverse team of employees, including high school and college students to achieve• the store's growth and customer satisfaction goals• Trained new employees in store operations and customer service policy• Assisted the store accountant in bookkeeping and petty cash management	
BEETHERE-UAE	March 2021 – June 2021
<i>Customer Service</i>	
<ul style="list-style-type: none">• Worked on team projects for new products and services available to clients• Assisted customers with inquiries, issues and concerns by providing relevant information in English• Provided information on product, shipping and service questions	

PROJECTS & CERTIFICATIONS

Access Alumni-US Embassy of Lebanon	2015-2018
Mal Project-Lebanese American University	2018
National Youth Week Project-US Embassy	2018
EXTRACURRICULAR ACTIVITIES	

Lebanese Red Cross – Bent Jbeil, Lebanon	June 2018-September 2018
<i>Volunteer</i>	
<ul style="list-style-type: none">• Participated in volunteering projects• Provided emergency aid and relief services• Ran hospitals, health clinics, and blood donation programs• Deliver essential services to affected communities	
High School Basketball Team – Beirut, Lebanon	2017 – 2018
<i>Member</i>	
<ul style="list-style-type: none">• Led a team of 25 students and participated in several tournaments	

SKILLS AND INTERESTS

Linguistic Skills: Fluent in Arabic, English and French. Intermediate in Lingala.
Technical Skills: MS-Office (Word, Excel and PowerPoint)
Hobbies: Playing Sports & Boxing